

## Assistant to the Town Clerk's Report

(December 2016/January 2017)

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### 1. Dates for your diary

Civic Ball	Friday 28 <sup>th</sup> April 2017
Grants Presentation Evening	Thursday 11 <sup>th</sup> May 2017 (please note change of date)
Mayor's End of Term Party	Monday 15 <sup>th</sup> May 2017
Garden Festival 2017	Sunday 28 <sup>th</sup> May/Monday 29 <sup>th</sup> May 2017

### 2. Mayor's Christmas Party

A very successful event took place at The West Devon Club this year, with £60 being raised for the Mayor's Charity (Tavistock Dementia Action Alliance).

More than 60 Councillors, staff and guests enjoyed a lovely buffet and the chance to socialise with colleagues.

### 3. Garden Festival – Spring Bank Holiday 28<sup>th</sup>/29<sup>th</sup> May 2017

The organisation of the above event is now underway with plans being made to more fully utilise Guildhall Car Park on this occasion, due to the potentially limited availability of space in the Pannier Market perimeter because of the scaffolding which will be erected for the scheduled roof repairs.

The Market Reeve and the Town Hall Manager will be leading the organisation of the event together with the liaison with traders, with the office providing administrative support and help with publicity via social media and website updates.

### 4. Staffing Matters

We currently have two agency members of staff covering the Office Administrator roles within the admin office, prior to recruiting permanently in the near future. Following a change in personal circumstances one of the agency staff members has given notice and is succeeded by a new agency member of staff who will be temporarily fulfilling the Office Administrator (Financial Support) role. Following previous updates an independent job evaluation of the non management office roles has been done (last done in 2006) leading to some changes in scoring. As a result indications are the grading of one post is unchanged with the two linked admin roles moving to the next grade (representing an additional salary cost over budget in year 1 of iro £341 fte). Looking forward we will seek to recruit to the full time vacancy and will bring a report forward regarding the operation of the other (currently part time) role prior to any appointment being made.

### 5. Activity Log

MEETING/CONFERENCE ACTIVITY LOG  
 CIVIC YEAR 2016-2017  
 (COUNCILLOR ATTENDANCE)  
 (13<sup>th</sup> December 2016 – 23<sup>rd</sup> January 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
17 <sup>th</sup> January 2017	New Councillors' Short Course	Devon Communities Together Exeter	DALC	-

**6. Council Chamber Bookings**

The Council Chamber remains an affordable and accommodating licensed Civil Wedding Ceremony venue (see update below). Devon County Council is invoiced on a quarterly basis:

- 0 weddings took place in the period 13<sup>th</sup> December 2016 to 23<sup>rd</sup> January 2017 in the Town Council Chamber, this is one less than for the previous period.

As previously requested I have written to Devon County Council asking them to re-consider their decision to remove the Council Chamber from their list of wedding venues. Despite having written twice, I have yet to receive a response.

Chamber bookings (not including Council meetings), from 13<sup>th</sup> December 2016 to 23<sup>rd</sup> January 2017:

- 6 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC or Mayoral events)
- 0 chargeable meetings/training sessions
- 0 training sessions (non-chargeable)

Anyone wishing to book the Chamber is asked to either telephone the Office on 01822 613529, or e-mail the Office (office@tavistock.gov.uk), to ensure the booking diary is kept up to date.

**7. Property Update**

There are currently no vacant residential properties.

Unit 3, East End Stores – There was a tentative enquiry regarding this property, however the proposed usage did not fit with the Council’s Estate Management requirements, therefore a new tenant is being sought for this unit.

Unit 5, East End Stores – There has been one viewing of this property, which due to its very small size and slightly remote location is historically very difficult to let.

However, Heads of Terms have now been agreed via our Letting Agent, and references are now being sought with a view to the new tenant moving in in the next few weeks.

Unit 3, Pannier Market – Heads of Terms for a new 6-year Lease have now been agreed for new tenants for this retail unit, with referencing now complete. They are expected to take occupancy early in the New Year.

The ‘pop up’ shop which was in situ during December proved very successful, and was a welcome and attractive addition to the shops in the Pannier Market surround. These ex-tenants are now looking for an alternative unit in Tavistock.

**8. General including ongoing activities in the Admin Office** – the Office continues to support the organisation across the range of Civic, administrative, financial and corporate

## Agenda Item

activities. A review is being undertaken of operating capacity and associated staffing matters and support provided in relation to the one current and two potential insurance matters.

Events for Mayor's Diary: The events for December 2016 are posted on the Council's website.

Prepared by;  
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