

Assistant to the Town Clerk's Report

(August 2016)

1. Dates for your diary

*Civic Service	Sunday 25 th September 2016
Remembrance Sunday Service	Sunday 13 th November 2016
Civic Ball	Friday 28 th April 2017
Grants Presentation Evening	Thursday 4 th May 2017
Garden Festival 2017	Sunday 28 th May/Monday 29 th May 2017

*I would be grateful if all Councillors could respond to their invitation to the Civic Service by the deadline of Friday 16th September 2016

2. Letter of thanks received on behalf of The Queen

A letter of thanks has been received from Christopher Sandamas, (Chief Clerk to The Queen), on behalf of The Queen, thanking Tavistock Town Council and the Town of Tavistock, for its message to The Queen on the occasion of her ninetieth birthday.

3. MacMillan Coffee Morning – Friday 30th September 2016

The Mayor would like Tavistock Town Council to host a MacMillan Coffee Morning in the Council Chamber, between 10am and 12 noon, on Friday 30th September 2016.

She would be pleased if as many Councillors and their guests could attend as possible, and for donations of cakes, biscuits, tea, coffee etc. to help raise funds for this very worthwhile cause.

If you are able to contribute towards this event, I would be grateful if you could let me know by Friday 23rd September 2016.

In any event, the Mayor would however be very pleased to see you there.

4. Activity Log

MEETING/CONFERENCE ACTIVITY LOG
CIVIC YEAR 2016-2017
(COUNCILLOR ATTENDANCE)
(26th July – 6th September 2016)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
1 st September 2016 (unsure if	Going Digital	Devon Communities Together Exeter	DCT	Cllr J Sheldon

proceeding due to lack of numbers booked at this time)				
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5. Council Chamber Bookings

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

- 4 weddings took place/will take place in the period 26th July – 6th September 2016 in the Town Council Chamber. This is one more than for the previous period.

Chamber bookings (not including Council meetings), from 26th July – 6th September 2016:

- 15 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.

6. Property Update

There are currently no vacant residential properties.

Units 1 and 2 East End Stores – as reported previously, it is anticipated that following the current Lease on Unit 1 reaching its term, and certain improvement works being completed, that TASS will occupy these units in October 2016.

Units 3 and 5 East End Stores – there has been interest in these properties, however no prospective new tenant has yet been confirmed for either unit.

- 7. General including ongoing activities in the Admin Office** – the Office continues to support the organisation across the range of civic, administrative, financial and corporate activities. Members will be aware that, following the recent by-election, some representations have been reported regarding the desirability of issuing poll cards in the future and this was identified at last Council. In addition there are two posts within the organisation which have a formal training requirement which are now drawing to the end of the ‘feeder’ course. Efforts continue to be made to source a main course but availability is presently problematic and it may be necessary to look to alternative options.

Events for Mayor’s Diary: July 2016 events are posted on the Council’s website.

Prepared by;
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