

Assistant to the Town Clerk's Report

(September/October 2016)

1. Dates for your diary

MacMillan Coffee Morning	Friday 30 th September 2016
Goose Fair Lunch	Thursday 13 th October 2016
Remembrance Sunday Service	Sunday 13 th November 2016
Mayor's Christmas Party	Monday 19 th December 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

2. Recruitment in the Administration Office

As previously reported, two new temporary members of staff are being recruited in to the Administration Office. One has already had her handover week, and her contact details are;

Sue Mann Office Administrator (Mayoral Support) sue.mann@tavistock.gov.uk

Sue will be in post from Monday 3rd October 2016.

We will continue to recruit a temporary member of staff into the Office Administrator (Financial Support) post.

3. Level 5 Qualification

As Members are aware, we have been sourcing a Level 5 course for the two Managers who have the attainment of such a qualification as a job requirement.

I can confirm that a course has now been identified, and the staff members involved will embark on their training in November 2016.

4. Activity Log

MEETING/CONFERENCE ACTIVITY LOG
CIVIC YEAR 2016-2017
(COUNCILLOR ATTENDANCE)
(7th September – 3rd October 2016)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
13 th September	Good Employment Practices	Devon Communities	DALC	-

2016		Together Exeter		
14 th September 2016	Chairmanship Short Course	The Beehive Honiton	DALC	-
21 st September 2016	New Councillors' Course	The Beehive Honiton	DALC	-
29 th September 2016	Planning Course	The Beehive Honiton	DALC	Cllr P Squire (on reserve list as course fully booked)

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:

- 6 weddings took place/will take place in the period 7th September – 3rd October 2016 in the Town Council Chamber. This is two more than for the previous period.

Chamber bookings (not including Council meetings), from 7th September – 3rd October 2016:

- 12 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.

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

Prepared by;
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