

Assistant to the Town Clerk's Report

(October/November 2017)

1. Dates for your diary

*Mayor's Christmas Party	Monday 18 th December 2017
Civic Ball	Friday 13 th April 2018
Grants Presentation Evening	Thursday 10 th May 2018

*Please note that the date for responses for this event is Monday 4th December, if you have yet to respond I would be grateful if you could so by this deadline – thank you

2. General Data Protection Regulation

The Town Clerk and I have had an initial meeting with Microshade, (our IT storage providers), regarding the service they could offer in respect of the new Data Protection Regulation, which comes into force in May 2018. This will also have implications for data held in non-electronic formats.

Microshade will be providing more information early in the New Year, when their offer has been finalised. We will then test the market to see the options other providers are offering for this service. Attendance at training courses will be arranged as they become available.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2017-2018
(COUNCILLOR ATTENDANCE)
(17th October – 28th November 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
22 nd November 2017	New Councillors Short Course	Exeter	DALC	-

4. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 17th October – 28th November 2017:

- 19 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events)
- 0 chargeable meeting/training session
- 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.

5. Property Update

There are currently no vacant residential properties, and the only vacant commercial premises (Unit 3, East End Stores) is being utilised as explained in previous reports.

We have also had an 'expression of interest' in Unit 3, East End Stores for when it does become available.

6. Other Matters

Arrangements will shortly be put in place to test the market in respect of Council insurance and primary photocopier/printing services respectively.

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: The events for October 2017 are posted on the Council's website.

Prepared by;
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