

## Assistant to the Town Clerk's Report (July 2019)

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### 1. Key Dates for all Councillors' diaries

Finance Training	Tuesday 30 <sup>th</sup> July 2019 (prior to Council Meeting)
Civic Service	Sunday 29 <sup>th</sup> September 2019
Remembrance Sunday Service	Sunday 10 <sup>th</sup> November 2019
Mayor's Christmas Party	Monday 16 <sup>th</sup> December 2019
Tavistock Civic Ball	Friday 24 <sup>th</sup> April 2020
Mayor's End of Term Party	Monday 11 <sup>th</sup> May 2020
Grants Presentation Evening	Thursday 14 <sup>th</sup> May 2020

Please make the necessary arrangements to ensure that you can attend these Civic functions and training events.

### 2. DALC (Devon Association of Local Councils) – County Committee 2019-2023

Councillor Graham Parker has been appointed to the above Committee (as representative of the 'largest council', for the 2019-2023 term.

Councillor Parker will serve with Councillors Gay Hill (Chagford Parish Council) and Janet Goffey (Okehampton Town Council).

The remaining vacancy will be filled in due course.

### 3. Attendance at Training Events

All Members are reminded that if they do not have a very good reason for not turning up for a training session they have put themselves forward for, the Council reserves the right to reclaim the cost of that training session direct from them.

If you are unable to attend on the day, please call the office at the earliest opportunity in order that the trainer can be advised you will not be attending. This won't save the cost of that training place, but will avoid the trainer possibly delaying the start of the session in the hope that the non-attendee is just running late.

We have been made aware that two Councillors have already missed sessions booked via DALC, I would be grateful if those Councillors could contact me direct with regard to this.

### 4. Royal Visit

Thank you to those Councillors who either participated, or served as Council Stewards, at the recent Royal Visit.

These were Councillors Mrs Johnson, Hutton, Mrs U Mann, P Squire, Mrs Parker, G Parker, B Smith, H Smith, A Venning, P Ward and P Williamson.

**5. Survey of Butcher Park Hill Allotment area**

A survey of the above area has been undertaken in view of a recently considered Planning Application to erect a dwelling on a site requiring access via the lane leading to the Allotments.

**6. Activity Log**

**CONFERENCE & TRAINING ACTIVITY LOG**

CIVIC YEAR 2019-2020  
(COUNCILLOR ATTENDANCE)  
(25<sup>th</sup> June – 29<sup>th</sup> July 2019)

<b>DATE OF MEETING/ TRAINING SESSION</b>	<b>SUBJECT</b>	<b>LOCATION</b>	<b>ORGANISER</b>	<b>COUNCILLORS BOOKED TO ATTEND</b>
25 <sup>th</sup> June 2019	General Data Protection Regulation (GDPR)	Council Chamber	TTC	The following attended:- Cllrs Ms L Crawford, J Ellis, Mrs M Ewings (part session), A Fey, A Hutton, Mrs U Mann, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, A Venning (part session), P Ward and P Williamson
26 <sup>th</sup> June 2019	Being a Good Councillor	Okehampton	DALC	Mrs A Johnson, B Smith
27 <sup>th</sup> June 2019	Chairmanship	South Molton	DALC	Mrs U Mann
2 <sup>nd</sup> July 2019	Being a Good Councillor	Bideford	DALC	-
4 <sup>th</sup> July 2019	Planning	Cheriton Bishop	DALC	Ms L Crawford, J Ellis, Mrs U Mann, B Smith, A Venning
8 <sup>th</sup> July 2019	Chairmanship	Ivybridge	DALC	J Ellis
9 <sup>th</sup> July 2019	Council Scoping Session	Council Chamber	TTC	The following attended;
22 <sup>nd</sup> July 2019	Planning	Cheriton Bishop	DALC	P Ward

**7. Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 25<sup>th</sup> June – 29<sup>th</sup> July 2019:

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

**8. Property Units Update**

**Residential** - there is currently one vacant residential property, which will be re-let once minor refurbishment has been completed.

**Commercial** - there are currently no vacant commercial properties, however a request may soon come before Council in respect of vacating an existing unit.

- 9. 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 including reviewing compliance against the Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018.

Events for Mayor's Diary are available on the website:

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