**Assistant to the Town Clerk’s Report**

(December 2017)

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1. **Dates for your diary**

Civic Ball Friday 13th April 2018

 Grants Presentation Evening Thursday 10th May 2018

Mayor’s End of Term Party Date tbc

1. **Mayor’s Christmas Party**

Over 55 Councillors, staff and invited guests enjoyed the Mayor’s Christmas Party, which was held at The West Devon Club on Monday 18th December 2017.

Thanks were given to Sue Pell (Office Administrator – Mayoral Support) for putting together the Christmas Music Quiz, and for the general organisation of the event.

1. **General Data Protection Regulation**

As an update to the information provided in my last report, I can confirm that the General Manager and I will be attending training on this topic on the 13th March 2018.

1. **Tavistock Branch of the Royal British Legion**

The Town Clerk has received a letter of thanks from the above organisation, expressing the Branch’s thanks for the support Tavistock Town Council staff have provided to them whenever there is a Remembrance Service at the War Memorial. As you will be aware, there have been several services this year, over and above the usual Remembrance Sunday Service, and the Branch is very grateful for all the help and support it has received, and the way the memorial is always presented to a very high standard on each occasion.

1. **Activity Log**

**CONFERENCE & TRAINING ACTIVITY LOG**

CIVIC YEAR 2017-2018

(COUNCILLOR ATTENDANCE)

(29th November 2017 – 8th January 2018)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE OF MEETING** | **SUBJECT** | **LOCATION** | **ORGANISER** | **COUNCILLORS****BOOKED TO ATTEND** |
| 13th December 2017 | New Councillors Short Course | Exeter | DALC | Cllr A Hutton |

1. **Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 28th November 2017 to 8th January 2018:

* 11 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.

1. **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.

1. **Other Matters**

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

1. **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 November 2017 are posted on the Council’s website**.**

Prepared by;

Jan Smallacombe

**Assistant to the Town Clerk**