

Assistant to the Town Clerk's Report (July 2018)

1. Dates for your diary

Civic Service	Sunday 23 rd September 2018
MacMillan Coffee Morning	Friday 28 th September 2018
Remembrance Sunday Service	Sunday 11 th November 2018
Civic Ball	Friday 29 th March 2019
Grants Presentation Evening	Thursday 16 th May 2019

2. Mayor's Charity

The Mayor has chosen the Tavistock Area Children's Centre as his nominated charity for his civic year. Funds will be raised for the charity at the Civic Service, Civic Ball and other Mayoral events during the year.

3. Scout Group

A meeting is being scheduled with representatives of the Scout Group in connection with non-compliance with the terms of their Lease with regards to sub-letting, and the consequential rent levels.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2018-2019
(COUNCILLOR ATTENDANCE)
(26th June – 30th July 2018)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
5 th July 2018	Chairmanship	Ivybridge	DALC	-
12 th July 2018	Making Good Decisions	Exeter	DALC	-

5. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 26th June – 30th July 2018:

- 14 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.

6. Property Units Update

There currently have no vacant residential properties.

4 Pannier Market – this unit was re-opened on Saturday 14th July, 2018 by a new tenant.

15 Pannier Market - a new tenant has taken on a Lease on this unit. It is expected the shop will re-open shortly following some refurbishment works.

3 East End Stores – will be utilised as a welfare facility for the contractors during the forthcoming Pannier Market Public Realm works. We have therefore requested that our Letting Agent cease marketing it for the time being.

5 East End Stores - is now a vacant unit although the tenant remains responsible for the rent and utilities until January 2019, when the Lease was due to expire. However, a prospective new tenant has been identified, with Lease terms currently being negotiated via our Letting Agent.

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. A report on office staffing has been submitted to the Budget & Policy Committee.

8. Organisational Matters

Following the implementation of the General Data Protection Regulation (GDPR) processes within the organisation are continuing to be put in place.

A sum equivalent to the General Reserve (£450,000) has been placed on deposit with CCLA (Churches, Charities and Local Authority Public Sector Investment Fund – approved provider under Financial Regulations).

An approach has been received for an easement over Council land which will be brought forward when more information is available and the views of potentially affected parties have been ascertained.

Events for Mayor's Diary: The events up to June 2018 are posted on the Council's website.

Prepared by;
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