

Assistant to the Town Clerk's Report (November/December 2018)

1. Dates for your diary

Mayor's Christmas Party	Monday 17 th December 2018*
Civic Ball	Friday 29 th March 2019
Grants Presentation Evening	Thursday 16 th May 2019

*Members are reminded that the deadline for responses to the invitation to the Mayor's Christmas Party is Friday 7th December. Can I please ask that you respond by that date, in order that we can cater accurately. When responding, please indicate whether or not you will be bringing a guest with you.

2. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2018-2019 (COUNCILLOR ATTENDANCE) (23rd October – 10th December 2018)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
30 th October 2018	Budgets & Precept	Devon Communities Together Exeter	DALC	-
1 st November 2018	Planning	Exeter Court Hotel Exeter	DALC	-

3. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 23rd October – 10th December 2018:

- 26 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.

4. Property Units Update

There currently have no vacant residential or commercial properties.

5. 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.

6. Organisational Matters

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

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

Prepared by;
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