

Assistant to the Town Clerk's Report January/February 2022
For Council Meeting 1st March 2022

1. Key Dates for all Councillors' diaries;

Friday 8 th April 2022	Civic Ball
Monday 25 th April 2022	Mayor's End of Term Party
Sunday 1 st /Monday 2 nd May 2022	Tavistock Country Garden Show (revised date due to Queen's Platinum Jubilee Celebrations)
Thursday 5 th May 2022	Grants Presentation Evening
Thursday 2 nd – Sunday 5 th June 2022	Queen's Platinum Jubilee Celebrations

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

2. Queen's Platinum Jubilee

A letter, signed by the Mayor, has been sent on behalf of Tavistock Town Council to Her Majesty the Queen congratulating her on her Platinum Jubilee, and thanking her for her 70 years of service to Great Britain and the Commonwealth.

The office is assisting the Works Department with ceremonial aspects of arrangements for the Jubilee Beacon.

3. FiLCA

I can confirm that I have recently completed and passed the Financial Introduction to Local Council Administration qualification. This will sit alongside the CiLCA (Certificate in Local Council Administration) which I completed in 2015.

4. Town Guide 2022 - 2025

5,000 copies of the Council's new Town Guide have now been published and received. These will be distributed via the Council Offices, Pannier Market, Town Hall and Visitor Information Centre, as well as supplies being provided to hotels, holiday parks and other such businesses in the area.

5. Royal Garden Party 2022

It was agreed that Councillor Paul Ward would be nominated to go into the Devon Association of Local Council's (DALC) draw for two tickets to this year's Royal Garden Party in May. Unfortunately, the nomination was unsuccessful, with representatives from Moretonhampstead and Okehampton Hamlets Parish Councils winning the two pairs of tickets.

6. Official opening of The Guildhall

Plans are being prepared, in liaison with Tavistock Heritage Trust, for an opening event – likely April 2022 (date tbc)

7. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 18th January – 28th February 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
<p><u>Part 1</u> – Roles and Responsibilities on a Local Council</p> <p>1st February 2022 or 9th March 2022 (6pm – 7pm)</p> <p><u>Part 2</u> – Powers, Duties and the Precept</p> <p>26th January 2022 or 15th February 2022 (1pm – 2pm)</p> <p>30th March 2022 (6pm – 7pm)</p> <p><u>Part 3</u> – Local Council Meetings</p> <p>16th February 2022 (6pm – 7pm) or 1st March 2022 (1pm – 2pm)</p> <p><u>Part 4</u> – The Council’s role in the community</p> <p>2nd March 2022 (6pm – 7pm) or 15th March 2022</p>	Being a Good Councillor (4 – part)	Virtual	DALC	<p>Cllr Ms T Eperon</p> <p>Cllr Ms T Eperon</p> <p>Cllr Ms T Eperon</p> <p>Cllr Ms T Eperon</p>
17 th January 2022	Chairmanship	Virtual	DALC	Cllr Mrs U Mann
18 th January 2022	Neighbourhood Planning	Virtual	DALC (delivered by Stuart Todd)	None

8. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 18th January – 28th February 2022;

- 4 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events) however these continue to be limited pending a return to Council Meetings in the Chamber
- 0 chargeable meeting/training session
- 0 training session (non-chargeable)

9. Property Units Update

Residential – there is currently one available residential property;

- Cemetery Lodge – as previously reported, this property requires some significant remedial and refurbishment works prior to re-letting. Once completed a new tenant will be sought, although an expression of interest has been received.

Commercial - there is currently one vacant commercial property. An update on this property is as follows;

- 3 Pannier Market – following the withdrawal of a previous potential tenant, a new tenant has now been identified who it is hoped will take occupancy in early March 2022.

10. 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. Priority is currently being attached to arrangements to market test/tender insurance services by April and there has been various activity around operating arrangements for the booking of Council premises. Arrangements presently are in hand for the recruitment of a Financial Administrator.

11. Website Accessibility update

Booking forms/schedules of charges for various Council activities are currently being assessed, and will be updated, where necessary, to ensure compliance with the regulations.

Report prepared by

Jan Smallacombe (Assistant to the Town Clerk)