

Assistant to the Town Clerk's Report (December 2019)

1. Key Dates for all Councillors' diaries

Tavistock Civic Ball	Friday 24 th April 2020
Mayor's End of Term Party	Monday 11 th May 2020
Grants Presentation Evening	Thursday 14 th May 2020

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

2. Mayor's Christmas Party

Over 45 Councillors, staff and guests attended the Mayor's Christmas Party on Monday 16th December 2019, at The West Devon Club. This was a very enjoyable event, with £ 40.00 being raised for the Mayor's Charity.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2019-2020 (COUNCILLOR ATTENDANCE) (3rd December 2019 – 13th January 2020)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
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No training sessions offered during this period

ITEM REQUIRING CONSIDERATION

4. Royal Garden Party nominations

Nominations are invited for a past Chairman/Mayor of Tavistock Town Council (who has not previously attended this event in any capacity), plus their guest, to attend the Royal Garden Party on 27th May 2020. The submitted names are passed to DALC and then enter a countywide draw. In the circumstances, I would ask Council to confirm the previous suggestion of Councillor Paul Ward's name being put forward.

ITEMS FOR INFORMATION ONLY

5. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 3rd December 2019 – 13th January 2020:

- 7 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 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.

6. Property Units - Update

Residential - there are two vacant residential properties. The refurbishment of 2 Market Road is now complete, so the unit will be marketed imminently. The refurbishment of Cemetery Lodge being currently being undertaken, and is promised for the end of January 2020. Once all works have been completed, that unit will also be marketed.

Commercial - there is currently one vacant commercial property. As previously reported, this unit still has a Lease in place as a Break isn't available until November 2020, so the existing tenant will remain liable for rent, and to pay utility bills etc. until that date. We are aware that they are currently looking for a new tenant to have the Lease assigned to, which will require consent.

Also, as previously reported, the Council accepted a request at its September Meeting to allow the vacating of a commercial unit at East End Stores. However, the organisation involved has requested an extension to their tenancy, now taking them to 7th March 2020. The organisation is however aware that no further extension will be granted as we are keen to identify a new long-term tenant.

A Break Clause has also been invoked on a commercial unit in the Pannier Market perimeter, which will take effect from 15th February 2020.

The unit in East End Stores is currently being marketed, with the other units being marketed as soon as possible after they become available.

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 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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