

Assistant to the Town Clerk's Report April and May 2023

For Council Meeting 30th May 2023

1. Key Dates for all Councillors' diaries;

Sunday 28 th May 2023	Tavistock Country Garden Show
Monday 29 th May 2023	Tavistock Country Garden Show
Wednesday 31 st May 2023	Councillor Tour of Town Council-owned land and properties
Tuesday 11 th July 2023	'Being a Good Councillor' Training (for all Councillors)
Sunday 19 th November 2023	Civic Service
Thursday 12 th October 2023	Goose Fair Lunch
Sunday 12 th November 2023	Remembrance Sunday Service
Monday 11 th December 2023	Mayor's Christmas Event
Monday 15 th April 2024	Mayor's End of Term Event
Friday 26 th April 2024	Civic Ball 2024
Thursday 2 nd May 2024	Grants Presentation Evening (Grants Panel members only)

2. Civic Ball 2023

This year's Civic Ball took place on Friday 21st April, when over 100 guests enjoyed the event held in the Town Hall.

Proceeds from the prize raffle, and a Silent Auction to win either Lunch or Dinner for up to 4 people, as prepared by the outgoing Mayor (Councillor Paul Ward), at his home, with a further prize of Brunch for up to 4 people, raised a total of £ 1, 270.00 for the Mayor's Charity 'Make a Difference'.

A cheque totalling £ 1, 581.90 was presented to Dr James Allenby, representing the Charity, at the Annual Meeting of Council on the 16th May 2023. This included funds also raised at the Civic Service and other events during Councillor Ward's Mayoral Year.

3. Activity Log
 CONFERENCE & TRAINING ACTIVITY LOG
 CIVIC YEAR 2022 – 2023 and 2023-2024
 COUNCILLOR ATTENDANCE between 11th April – 29th May 2023;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
18 th April 2023 1.00pm – 2.00pm	Being a Good Councillor Part 4 The Council in the Community	Virtual	DALC	None

4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 11th April – 29th May 2023;

- 18 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)

5. Property Units Update

Residential – there is currently only one vacant residential property;

- Cemetery Lodge – the previous tenants recently moved out of the property. A new tenant has been identified from the waiting list held, who will move into the cottage mid-June once their tenancy on their existing property expires;
- 1 Market Road – following completion of the refurbishment works on this property, it has been agreed that the unit will be used as welfare facilities during the works being undertaken on the Town Hall. This is expected to be between May and September 2023. The previous suggestion of the unit being used as a holiday let is being investigated, with an anticipated start date of Spring 2024 if this is progressed.

Commercial - there are currently no vacant commercial properties.

6. 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.

Pay Award 2023/2024 - as previously advised, the Employer Side had made a full and final offer to the staff side in connection with the 2023-24 pay settlement. This amounted to an award of £1,925 (pro rata as appropriate) to those posts on SCPs 2-43, an increase of 3.88% to those posts on SCPs 44 and above. This offer has however been rejected by Unison, further updates will be provided when received.

7. 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)