

Assistant to the Town Clerk’s Report June 2023

For Council Meeting 20th June 2023

1. Key Dates for all Councillors’ diaries;

Tuesday 11 th July 2023	‘Being a Good Councillor’ Training (N.B. this is mandatory 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 4 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)

***N.B.** Please note the change of date from 11th December to 4th December 2023

2. Mayor’s Charity 2023 – 2024

The Mayor’s Civic Year has chosen ‘The Tavistock Memory Café’ as his designated Charity for this Civic Year. There will be opportunities at the Civic Service and Civic Ball, plus other events across the year, to raise funds for this very worthwhile, local Charity.

3. Tavistock Country Garden Show

This year the event returned to the Sunday and Monday of late May Bank Holiday weekend. The Deputy Mayor opened the event, in the absence of the Mayor, and awarded the prize for the Best Show Garden. The Mayor awarded the ‘People’s Choice’ award on Bank Holiday Monday.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG
CIVIC YEAR 2022 – 2023 and 2023-2024
COUNCILLOR ATTENDANCE between 30th May – 19th June 2023;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
				<i>N.B. Councillors’ names in italics indicate that these were a ‘no show’</i>

31 st May 2023 1.30pm start	Tour of Council Premises	Various	TTC	<i>Cllr Ms M Ewings</i> Cllrs J Irvine (partial) Mrs A Johnson S Hipsey, N Martin, Mrs B Moody, J Moody, T Munro (partial), B Smith, P Squire (partial)
5 th June 2023 6.00pm – 8.00pm	Chairing Local Council Meetings	Virtual	DALC	Fully booked
Booked 5 th June 2023	Cyber Awareness Training	Virtual	SW Councils via DALC	Cllrs Ms M Ewings, A Hutton, J Irvine, Mrs A Johnson, T Munro, B Smith and P Ward N.B. To be completed within 3 months of booking
Booked 5 th June 2023	Personal Safety Essentials	Virtual	SW Councils via DALC	Cllrs Ms M Ewings & P Ward N.B. To be completed within 3 months of booking
7 th June 2023 6.00pm – 7.00pm	Being a Good Councillor Part 1 Roles and Responsibilities	Virtual	DALC	None
12 th June 2023 6.00pm – 8.00pm	Code of Conduct	Virtual	DALC	<i>Cllr Ms M Ewings</i> Cllrs Mrs A Johnson, A Lewis, N Martin, Mrs B Moody, J Moody, T Munro
14 th June 2023 6.00pm – 8.00pm	Responding to Planning Applications	Virtual	DALC	Cllrs J Irvine, A Lewis, N Martin, T Munro and B Smith
19 th June 2023 10.30am – 1.00pm	Being a Good Employer	Virtual	DALC	Cllrs Ms M Ewings, J Irvine

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 30th May – 19th June 2023;

- 6 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)

6. Property Units Update

Residential – there is currently only one vacant residential property;

- Cemetery Lodge – A new tenant moved into the property on Monday 12th June 2023;
- 1 Market Road – as previously reported, this property is currently being used as a welfare facility during the Town Hall works period.

Commercial - there are currently no vacant commercial properties.

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.

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. Unison members now have until 4th July to vote on whether or not they are willing to take strike action. Further updates will be provided when received.

8. Website Accessibility update

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

Report prepared by

Jan Smallacombe (Assistant to the Town Clerk)