

Assistant to the Town Clerk's Report

(November/December 2016)

1. Dates for your diary

Mayor's Christmas Party	Monday 19 th December 2016
Civic Ball	Friday 28 th April 2017
Grants Presentation Evening	Thursday 4 th May 2017
Garden Festival 2017	Sunday 28 th May/Monday 29 th May 2017 (if proceeding)

2. Activity Log

MEETING/CONFERENCE ACTIVITY LOG
 CIVIC YEAR 2016-2017
 (COUNCILLOR ATTENDANCE)
 (15th November – 12th December 2016)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
16 th November 2016	New Councillors'/ Refresher Course	The Rundle Room Tavistock Town Hall	DALC Tap Funded	Cllr P Squire
22 nd November 2016	Devon Highways Parish & Town Council Conference 2016	Hatherleigh Community Centre	DCC	Cllr P Ward Cllr P Squire
30 th November 2016	Chairmanship	The Rundle Room Tavistock Town Hall	DALC Tap Funded	Cllr Mrs A Johnson Cllr P Ward
30 th November 2016	NALC Larger Councils' Conference	Royal National Hotel London	NALC	Cllr Mrs M Ewings (Mayor) Town Clerk

3. Council Chamber Bookings

The Council Chamber remains an affordable and accommodating licensed Civil Wedding Ceremony venue (see update below). Devon County Council is invoiced on a quarterly basis:

- 1 wedding took place in the period 15th November – 12th December 2016 in the Town Council Chamber, this is one more than for the previous period.

Unless Devon County Council changes its mind on revoking the Licence, this will be the last wedding to take place in the Council Chamber.

Agenda Item

Chamber bookings (not including Council meetings), from 15th November – 12th December 2016:

- 9 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC or Mayoral events)
- 0 chargeable meetings/training sessions
- 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 Update

There are currently no vacant residential properties.

Units 1 and 2 East End Stores – Tavistock Area Support Services took occupancy of these units on 8th November 2016.

Units 3 and 5 East End Stores – Unit 3 has been used as a storage unit by a former tenant for 2 months, however this temporary Licence has now expired and the unit is now vacant. Permanent tenants are still being sought for both these units.

Unit 3, Pannier Market – Heads of Terms for a new 6-year Lease have now been agreed for new tenants for this retail unit. They are expected to take occupancy early in the New Year.

In the meantime a 'pop up' shop has been established in the unit during December.

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. A review is being undertaken of operating capacity and associated staffing matters.

Events for Mayor's Diary: The events for October and November 2016 are posted on the Council's website.

Prepared by;
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