

**Assistant to the Town Clerk's Report**

For Council Meeting 24<sup>th</sup> June 2025

1. Key Date for all Councillors' diaries for the 2025 - 2026 Civic Year;

Wednesday 8 <sup>th</sup> October 2025	Goose Fair Day
Thursday 9 <sup>th</sup> October 2025	Goose Fair Lunch
Sunday 19 <sup>th</sup> October 2025	Civic Service 2025 (time tbc)
Sunday 9 <sup>th</sup> November 2025	Remembrance Sunday Service
Monday 15 <sup>th</sup> December 2025	Mayor's Christmas Event
Friday 24 <sup>th</sup> April 2026	Civic Ball
Monday 11 <sup>th</sup> May 2026	Mayor's End of Term Event
Thursday 14 <sup>th</sup> May 2026	Grants Presentation Evening

As previously reported, it is also anticipated that the Council will be able to help facilitate a commemoration of VJ Day on 15<sup>th</sup> August.

2. Mayor's Charity 2025 – 2026

Councillor Hipsey, as the new Mayor, has decided that Libraries Unlimited (Tavistock Library) will be his chosen Charity for his Mayoral Year. Funds will be raised at the Civic Service, Civic Ball and various other events during the year.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2025-2026 COUNCILLOR ATTENDANCE

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>
N/a	Introduction to Local Councils	(E-learning)	Via DALC	Cllr R Poppe
N/a	Standards in Public Life	(E-learning)	Via DALC	Cllr R Poppe
2025 – 2026 Civic Year				
18 <sup>th</sup> June 2025 6.30pm – 9.30pm	Being a Good Councillor – Short Course	The Exeter Court Hotel Kennford Exeter EX6 7UX	DALC	None
25 <sup>th</sup> June 2025 6.30pm – 8.15pm	Introduction to Planning	Virtual	DALC	None

2 <sup>nd</sup> July 2025 6pm – 7pm	Being a Good Councillor – Part 4 The Council in the Community	Virtual	DALC	None
9 <sup>th</sup> July 2025 1pm – 2pm	Preventing Sexual Harassment in the Workplace	Virtual	DALC	None
10 <sup>th</sup> July 2025 10.00 – 11.40am	Finance for Councillors	Virtual	Parkinson Partnership via DALC	None
9 <sup>th</sup> September 2025 6pm – 7pm	Being a Good Councillor Part 1 – Roles & Responsibilities	Virtual	DALC	None
15 <sup>th</sup> September 2025 6pm – 8pm	Chairing Local Council Meetings	Virtual	DALC	None
6 <sup>th</sup> October 2025 6pm – 8pm	Code of Conduct	Virtual	DALC	None
7 <sup>th</sup> October 2025 6pm – 7pm	Being a Good Councillor Part 2 – Powers, Duties and the Precept	Virtual	DALC	None

Attention is drawn, in particular, to Preventing Sexual Harassment in the Workplace (9<sup>th</sup> July), which encompasses new duties placed upon employers by recent legislation.

#### 4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 28<sup>th</sup> May – 23<sup>rd</sup> June 2025:

- 9 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 are currently two vacant residential properties:

- 1 & 2 Market Road  
As previously reported, the properties were inspected by a representative from SeaMoor Lettings with some works being identified as still requiring completion, prior to letting. The Works Department advise the premises will be available for letting by the time of this meeting and SeaMoor Lettings have been informed accordingly. Whilst void, these units incur both a loss of budgeted income, and a Council Tax charge at 200%.

## Commercial –

- 12 Duke Street – Heads of Terms have been agreed on this property via the Council's Letting Agent, with the new Lease currently being drafted. Further updates will be brought forward, when available.

Note – any further information of a more specific nature as might relate to any particular tenancies will need to be picked up under the relevant part of the next section (confidential) of the Agenda.

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. Recruitment to a vacant post is in hand.
7. Website & Accessibility update  
Booking forms/schedules of charges for various Council activities and other postings are assessed on an ongoing basis and will be updated, where necessary, to ensure compliance with the regulations. Overall site compliance is reviewed annually.
8. Professional Services  
It is anticipated that arrangements will be identified, and agreement sought later this year, regarding the re-tender of surveyor services once extant proceedings re complete (current provider Bruton Knowles).
9. Lettable Properties and Energy Performance  
Energy Performance Certificates (EPC's) and Display Performance Certificates (DPC's) are a requirement for the letting of properties. Previously we had lacked clarity regarding certain classes of Listed premises. Clarification has now been received and it has been confirmed that all of the Council's properties require an EPC, with works required to bring them as near as possible to the required standard, within a maximum cost per property. Where complete adherence is impossible i.e. where required changes would not be possible or acceptable for Listed Buildings, a Certificate of Exemption will be required. This represents significant work (and especially remedial cost) which is now underway for certificates. When those are in place reporting will take place on the remediation measures needed to comply with legislative requirements. It is anticipated that a material budget provision will be required to be made.
10. Staff Handbook  
The Staff Handbook is currently being reviewed to ensure that various sections continue to represent current legal and other relevant standards. Model Policies have been obtained from the Council's HR Advisors (SW Councils), which are now being tailored to this Council's requirements. This will be undertaken on a modular basis, with an initial focus on those areas where most change is anticipated.

Report prepared by  
Jan Smallacombe (Assistant to the Town Clerk)