

Assistant to the Town Clerk's Report

For Council Meeting 29th July 2025

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

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

2. Activity Log
 CONFERENCE & TRAINING ACTIVITY LOG
 CIVIC YEAR 2025-2026 COUNCILLOR ATTENDANCE

N.B. Should you wish to attend any of the training sessions detailed below, please contact the ATTC who will book you a place.

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				
9 th September 2025 6pm – 7pm	Being a Good Councillor Part 1 – Roles & Responsibilities	Virtual	DALC	None
15 th September 2025 6pm – 8pm	Chairing Local Council Meetings	Virtual	DALC	None
24 th September 2025 6.30pm – 8.15pm	Planning Enforcement,	Virtual	DALC	None

	Appeals and Planning Obligations			
1 st October 2025 10am – 4pm	DALC Annual Meeting & Conference	Exeter Racecourse	DALC	None
6 th October 2025 6pm – 8pm	Code of Conduct	Virtual	DALC	None
7 th October 2025 6pm – 7pm	Being a Good Councillor Part 2 – Powers, Duties and the Precept	Virtual	DALC	None
20 th October 2025 6.30pm – 8.15pm	Heritage Issues and the Planning System	Virtual	DALC	None
4 th November 2025 6pm – 7pm	Being a Good Councillor Part 3 – Local Council Meetings	Virtual	DALC	None

3. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 24th June – 28th July 2025:

- 10 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)

4. Property Units Update

Residential – there are currently two vacant residential properties:

- 1 & 2 Market Road
Following previous updates, it has been confirmed by SeaMoor Lettings that they anticipate letting the properties week commencing 4th August 2025.

Commercial – there is currently one vacant commercial property

- 12 Duke Street – As previously reported, the potential letting of this property fell through in late June. However, two strong expressions of interest have been received which are currently being progressed via the Council's Letting Agent. A verbal update will be provided at the Meeting, if 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.

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. Recruitment to vacant posts is in hand.
6. 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.
7. Professional Services
It is anticipated that arrangements will be identified, and agreement sought later this financial year, regarding the re-tender of surveyor services once extant proceedings are complete (current provider Bruton Knowles).
8. 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.
9. Staff Handbook
The Staff Handbook is currently being reviewed by the Assistant to the Town Clerk 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)