

**ATTC and Administration Report**For Council Meeting 16<sup>th</sup> December 2025

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

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

Future Civic Service dates – for your information

Sunday 25<sup>th</sup> October 2026  
Sunday 24<sup>th</sup> October 2027

## 2. Civic Service 2025 update

As previously advised, the above event took place on Sunday 19<sup>th</sup> October 2025. A total of £196.22 was raised from the retiring collection for the benefit of the Mayor's Charity, Tavistock Library. An equal amount was raised for Church funds.

## 3. Councillor Apologies

All Councillors are reminded that if they wish to send apologies for any Committee, Consultative Group, Council or other Meeting, these are to be sent to the Office before the start of the Meeting, and not via a Councillor colleague.

This allows for the quoracy of the Meeting to be determined, prior to the Meeting.

## 4. Recruitment

As previously reported, various posts have either been recruited in to, or are in the process of recruitment:

- the Financial Administrator post had been advertised and the closing date was now past. Notwithstanding some applications received the threshold for interview was not met. Accordingly it was decided to re-advertise for the post in the New Year;
- Administration & Democratic Support Officer – new postholder started on the 25<sup>th</sup> November;
- Markets and Events Assistant (Temporary Contract) – this post has been advertised and the closing date has now passed. Applications are now under review for shortlisting and the interview date is anticipated before Christmas;
- Landscape & Maintenance Operative – this post has been advertised and the closing date was the 5<sup>th</sup> December. The proposed interview date is the week commencing the 15<sup>th</sup> December;
- a member of the Town Hall and Events team is due to commence maternity leave on the 12<sup>th</sup> January 2026.

## 5. Corporate Office Update

From the 5<sup>th</sup> January 2026 the hours of opening for the office will revert to 9am to 5pm Monday to Thursday and 9am to 4.30pm on Friday.

## 6. 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 Office & Finance Manager who will now book training places for Councillors.

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				
10 <sup>th</sup> December 2025 10am	Internal Controls	Virtual	DALC	None
11 <sup>th</sup> December 2025 10am	Finance for Councillors	Virtual	DALC	None
5 <sup>th</sup> January 2025 6pm -8pm	Chairing Local Council Meetings	Virtual	DALC	None
20 <sup>th</sup> January 2025 6pm -8pm	Code of Conduct	Virtual	DALC	None
28 <sup>th</sup> January 2025 11am – 12.30pm	New LGR Connect Event	Virtual	DALC	Cllr P Ward Cllr B Smith

## 7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 4<sup>th</sup> November – 15<sup>th</sup> December 2025:

- 11 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)

## 8. Property Units Update – there are currently no vacant commercial or residential properties.

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.

## 9. 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.

## 10. 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.

## 11. Professional Services

It is anticipated that, subject to capacity, arrangements will be identified, and agreement sought later this financial year, regarding the re-tender of surveyor services once extant matters are wholly complete (current provider Bruton Knowles).

## 12. 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. The General Manager has reviewed the position and recommended a Budget envelope for works.

## 13. 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 are being 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

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