

Administration Office Report

For Council Meeting 24th February 2026

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

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

*please respond to your invitation by the deadline of Friday 27th March 2026

Future Civic Service dates – for your information

Sunday 25th October 2026
Sunday 24th October 2027

2. Royal Garden Party
As Members will recall from the last Council Meeting, it was agreed that a nomination would be submitted for a Councillor to enter the draw for tickets for attendance at the Royal Garden Party on Friday 8th May 2026.

On this occasion the Council nomination was not successful. It was announced on the DALC Newsletter that the successful nominees were Michelle Lewis-Clarke (Kingsteignton Town Council), Olly Davey (Exmouth Town Council) and Karen Wilson (Tedburn St Mary Parish Council)

3. Ice Cream Pitch Tender
The 3-year Licence for occupation of the Ice Cream Pitch on Bedford Square is due for renewal from 1st April 2026. The expiry date of this new Licence will be 30th September 2028.

The Tender process was initiated on 23rd January, with a deadline of Friday 20th February 2026 for submissions. Advertisement of the Tender opportunity was undertaken on the Council's website, the local press and via the Council's social media sites.

The successful applicant will be advised towards the end of February, in preparation for their occupation from 1st April 2026.

4. Property Units Update – there are currently no vacant residential properties.

Commercial properties –

2 East End Stores

Enquiries are ongoing, at the request of the Tenant, to ascertain if an assignment can be made should a new prospective tenant come forward. Updates will be provided as/if matters progress.

3 East End Stores

A new tenant took occupancy on 4th February 2026.

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. Office Recruitment

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

- the Financial Administrator post is currently being advertised with a closing date of 20th February 2026. Interviews are scheduled to take place in the week commencing 2nd March, 2026.

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 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				
4 th March 2026 6pm-8pm	Being a Good Councillor 3 – Local Council Meetings	Virtual – 6pm to 7pm	DALC	None
10 th March 2026	Being a Good Councillor – Short Course	Exeter Court Hotel, EX6 7UX	DALC	None
10 th March 2026	Being a Good Employer	Virtual – 6.30pm to 9.30pm	DALC	None
23 rd March 2026	Developing Action Plans and Strategies for Town and Parish Councils	Virtual – 10am to 12 noon	DALC	None
25 th March 2026	Being a Good Councillor 4 – The Council in the Community	Virtual – 6pm to 7pm	DALC	None

7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 20th January – 16th February 2026:

- 8 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. 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.
9. 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 and will be undertaken prior to financial year end 2025-26.
10. Professional Services
(Properties) 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).
11. 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 the Council 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 an annual Budget envelope for works.
12. 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 being tailored to this Council's requirements. Due to the upcoming Employment Rights Bill, an initial focus will be on those Policies where most change is anticipated.

Report prepared by

Jan Smallacombe (Assistant to the Town Clerk) and Adele Cassidy (Office & Finance Manager)