

Office Administration Report

For Council Meeting 28th April 2026

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

Monday 11th May 2026

Mayor's End of Term Event

Thursday 14th May 2026

Grants Presentation Evening

Future Civic Service dates – for your information

Sunday 25th October 2026

Sunday 24th October 2027

2. Renters' Rights Act 2026

Following the enactment of the above, the ATTC recently attended a virtual training session to ensure the Council's compliance with the new requirements the Act has introduced, with effect from 1st May 2026.

The Council's residential tenants have been provided with an overview of the changes by letter, and between 1st and 31st May 2026 will also be sent a copy of The Renters' Rights Act Information Sheet 2026, as required under the Act.

A Briefing Note providing more information will be brought forward at the next Budget & Policy Committee Meeting, due to take place on Tuesday 26th May, 2026.

3. Barclays Bank Hub in the Pannier Market

Barclays Bank plc has decided to extend its tenancy of the Hub in the Pannier Market for another year, taking the provision of this facility to at least August 2027.

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

Commercial properties –

2 East End Stores

The situation on this property remains as previously reported.

4 Pannier Market

The previous tenants of this property invoked their Break Clause as they were emigrating, and they had been unsuccessful in finding a new tenant to allow a Surrender and Assignment of the existing Lease.

Both of the properties above are being marketed with some expressions of interest having been received, but no replacement tenants have yet been identified.

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. 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).

6. Lettable Properties and Energy Performance

Energy Performance Certificates (EPC's) and Display Performance Certificates (DPC's) are a requirement for the letting of properties. Valid EPCs have now been commissioned on the majority of Council-owned properties, with any outstanding being undertaken within the next couple of months. Where works are required to reach the required standard, the General Manager will be reviewing such works. Where it is not possible to reach the minimum standard i.e. due to the Listing of a property, then an Exemption Certificate will be applied for.

7. Staff Handbook

We are awaiting updated Model Policies from the Council's HR Advisors (SW Councils), which will take into account the changes introduced by the recently enacted Employment Rights Act 2025. These were anticipated late March/early April and they will then be tailored to this Council's requirements, and will form an updated Staff Handbook. All other policies are also subject to review.

8. Office Recruitment

- The Financial Administrator vacancy has been advertised and the closing date was the 20th April 2026. Short listing will take place for potential interviews on the 30th April 2026.

9. 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 | | | | |
| 27 th April 2026 | Being a Good Councillor 1 – Roles and Responsibilities | Virtual – 6pm to 7pm | DALC | None |

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|-----------------------------|---------------------------------|-----------------------------|------|------|
| 29 th April 2026 | Introduction to planning | Virtual – 6.30pm to 20.15pm | DALC | None |
| 11 th May 2026 | Chairing Local Council Meetings | Virtual – 6pm to 8pm | DALC | None |

10. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 18th March – 17th April 2026:

- 7 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)

Report prepared by

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