

Administration Office Report

For Council Meeting 9th June 2026

1. Key Dates for all Councillors' diaries for the 2026 - 2027 Civic Year;

Civic Service	Sunday 25 th October 2026
Remembrance Sunday	Sunday 8 th November 2026
Mayor's Christmas Event	Monday 14 th December 2026
Civic Ball	Friday 23 rd April 2027
Grants Presentation Evening	Thursday 29 th April 2027
Mayor's End of Term Event	Monday 10 th May 2027

Future Civic Service dates – for your information

Sunday 24th October 2027

2. Mayor's Charity

The newly elected Mayor, Councillor Mrs Anne Johnson, has adopted Dartmoor Search & Rescue Team – Tavistock as her Charity for her Mayoral year.

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

Commercial properties –

2 East End Stores

It has been agreed that if a replacement tenant could be found, that the existing tenant in the unit above would be allowed to Assign the current Lease.

Whilst some enquiries have been received, no new tenant has yet been identified.

4 Pannier Market

This unit is currently vacant, and is being actively marketed. Some expressions of interest have come forward, but no definite new tenant has yet been found. For more detail, please refer to the information provided to the previous Council Meeting.

5 East End Stores

The current tenant has decided not to renew the Lease when it expires in August 2026. This unit is also being marketed.

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.

4. 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.

5. 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.

6. Professional Services

It remains 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).

7. 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 across Council-owned properties. 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.

8. Staff Handbook

Updated Model Policies have been received from the Council's HR Advisors (SW Councils), which take into account the changes made by the introduction of the Employment Rights Act. The Council's HR Policies are currently being updated, once completed a new Staff Handbook will become available for all staff.

9. Office Recruitment

- A 3rd round of interviews were held for the Financial Administrator vacancy, with no success. Recruitment will now be on hold until later in the year.
- Temporary cover for the Financial Administrator role is due to start on the 16th June 2026.
- ADSO successfully completed their probation period.

10. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2026-2027 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>
2026 – 2027 Civic Year				
8 th June 2026	Being a Good Councillor 2/Powers, Duties and the Precept	Virtual 6pm to 7pm	DALC	None
15 th June 2026	Making Negotiations Work : Results and Relationships	Virtual 2pm to 3.30pm	DALC	None
17 th June 2026	AI for Council Operations	Virtual – 11am to 12.30pm	DALC	None
22 nd June 2026	Being a Good Councillor 3 – Local Council Meetings	Virtual – 6pm to 7pm	DALC	None

6 th July 2026	Being a Good Councillor	Virtual – 6.30pm to 9.30pm	DALC	None
13 th July 2026	Chairing Local Council Meetings	Virtual – 6pm to 8pm	DALC	None
20 th July 2026	Being a Good Councillor 4 – The Council in the Community	Virtual – 6pm to 7pm	DALC	None
28 th September 2026	Heritage Issues and Planning System	Virtual – 6.30pm to 8.15pm	DALC	None

11. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 18th April – 1st June 2026:

- 15 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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