

Administration Office Report

For Council Meeting 28th July 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 event dates for the 2027/2028 Civic Year – for your information

Civic Service	Sunday 24 th October 2027
Remembrance Sunday	Sunday 14 th November 2027

2. Official Town Guide

The ATTC is currently in the process of arranging for the 2026 – 2030 Edition of the official Town Guide for Tavistock to be drafted and published. It is hoped this will be available in the next few weeks.

The Guide details the history of Tavistock, as well as showcasing what the town and surrounding area have to offer, to encourage visitors to visit the town.

This publication is cost-neutral to the Council, as advertising income covers the costs of the drafting, printing and distribution of this booklet.

As previously, copies will be available in the Council's outlets (The Guildhall Visitor Centre, Pannier Market, Town Hall and Admin Office), as well as being distributed to various hotels/camp sites etc. in the area.

An electronic version will also be uploaded to the Council's website, once available (please see the link for current edition [Tavistock TownGuide2022](#))

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

Commercial properties –

2 East End Stores

It had been agreed that if a replacement tenant could be found, that the existing tenants 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.

This matter is addressed in more detail elsewhere on the Agenda for this Meeting.

4 Pannier Market

A new tenant has been identified for this unit, with the new Lease having been drafted and signed by all parties. It is planned that the new tenant will take occupation of the unit on Tuesday 4th August 2026.

5 East End Stores

The current tenant has decided not to renew the Lease when it expires in August 2026.

A proposal for alternative use was put to the Budget & Policy Committee Meeting on 14th July 2026, with a decision to be made elsewhere on the Agenda for this Meeting.

Sandy Park

An update will be provided elsewhere on the Agenda.

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. 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).

5. 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.

6. 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.

7. 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.

8. 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.

9. Recruitment

- Temporary cover for the Financial Administrator role is working well covering the basic inputting part of the role and supporting the O&FM.
- Duty Officer interviews were held on the 9th and 10th July 2026, with a good selection of strong candidates. The role has been conditionally offered to a candidate and we are now awaiting references.
- Team Leader role within the Works Department is now vacant.

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				
2 nd September 2026	Chairing Skills for Councillors	Virtual – 6pm to 8pm	SW Councils	None
9 th September 2026	Communication and Engagement	Virtual – 1pm to 3pm	SW Councils	None
9 th September 2026	AI for Council Operations	Virtual 11am to 12.30pm	DALC	None
23 rd September 2026	Being a Good Councillor	Virtual – 6.30pm to 7.30pm	DALC	Neil Martin
28 th September 2026	Heritage Issues and Planning System	Virtual – 6.30pm to 8.15pm	DALC	Mandy Ewings
30 th September 2026	Chairing Local Council Meetings	Virtual 6.30pm to 8.30pm	DALC	None
7 th October 2026	DALC AGM	Exeter Racecourse 10am to 4pm	DALC	Barry Smith
19 th November 2026	Biodiversity: practical measures to enhance wildlife and address recent legislation	Virtual 6.30pm to 8.30pm	DALC	Neil Martin

11. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 2nd June – 20th July 2026:

- 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)

Report prepared by

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