

Administration Office Report

For Council Meeting 15th September 2026

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

Goose Fair Lunch	Thursday 15 th October 2026
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

Following on from the previous report, I can confirm that the 2026 – 2030 edition of the official Town Guide for Tavistock has been received.

Copies are 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 has been uploaded to the Council's website, and can be found at [Tavistock Town Guide 2026-2030](#)

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

Commercial properties –

2 East End Stores

Following previous updates, I can confirm that a replacement tenant has been identified for this unit, and therefore an Assignment of the existing Lease is in the process of being arranged.

It is anticipated that the new tenant will take occupation of the property week commencing 5th October 2026.

4 Pannier Market

A new tenant has now taken over the tenancy of this unit, with the shop having opened on Friday 4th September 2026.

5 East End Stores

As previously agreed by Council, this unit has now become an additional Pannier Market Office, for an initial period of one year.

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. Bound Minute Books

The compilation of the papers for Meetings since 2011 is now complete. The binding of the Minute Books is currently being arranged and it is hoped that this will be completed in the coming months, once a suitable book binder has been identified.

5. Professional Services

Subject to conclusion of legacy work and capacity arrangements authority will be sought later this financial year regarding the market testing of surveyor services (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 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.

7. 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 have been reviewed, and once agreed a new Staff Handbook will become available for all staff.

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

Work has been carried out on the website to ensure we are accessibility compliant, with amendments being made to increase compliance. Checks will continue throughout the year.

10. Council Elections 2027

Shortly we will begin to look at the arrangements to support the new Council to be elected in May 2027.

11. Statutory Days 2026

The Statutory Days over the Christmas period will be 24th and 29th December 2026.

12. Recruitment

- Works Supervisor role has now closed with 5 applications received. As there was not sufficient candidates with necessary requirement, interviews will not go ahead, with 2 being held for future consideration.
- Member of staff on maternity leave is due to return on a temporary flexible working arrangement.
- Parts of the Financial Administrator role is currently being covered by an agency worker. Recruitment for a permanent Financial Administrator will start imminently.

13. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG
CIVIC YEAR 2026-2027 COUNCILLOR ATTENDANCE

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	Anne Johnson Jeff Moody Bev Moody
15 th September 2026	Security and Safety Awareness	Teams meeting 3pm	Devon and Cornwall Police	Anne Johnson Barry Smith Allen Lewis Andy Hutton
22 nd September 2026	Code of Conduct	Virtual – 6.00pm to 8.00pm	DALC	None
22 nd September 2026	Connect event – Security & Safety Awareness Presentation	Virtual – 3.00pm to 4.30pm	DALC	None
23 rd September 2026	Being a Good Councillor – Roles and Responsibilities	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 Jeff Moody Steve Hipsey
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 Anne Johnson Jeff Moody
14 th October 2026	Being a Good Councillor 2 – Powers, Duties and the Precept	Virtual – 6.00pm to 7.00pm	DALC	None
15 th October 2026	Connect event – Security & Safety Awareness Presentation	Virtual – 6.00pm to 7.00pm	DALC	None
4 th November 2026	Being a Good Councillor 3 – Local Council Meetings	Virtual – 6.00pm to 7.00pm	DALC	None
19 th November 2026	Biodiversity: practical measures to enhance wildlife and address recent legislation	Virtual 6.30pm to 8.30pm	DALC	Neil Martin
25 th November 2026	Being a Good Councillor 4 – The Council in the Community	Virtual 6pm to 7pm	DALC	None

N.B. Should you wish to attend any of the training sessions detailed above, please contact the Office & Finance Manager who will book training places for Councillors.

14. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 21st July – 8th September 2026:

- 10 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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