**AGENDA ITEM No 9a**

**Administration Office Report**
For Council Meeting 3rd November 2026

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

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

Future event dates for the 2027/2028 Civic Year – for your information

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

****Please be aware that as this event is taking place within the Purdah (pre-Election) period, whilst it will go ahead as planned, no photographs or write-ups will be placed on social media, on the Council's website or in the local press, until after the Election on 6th May 2027. Please also be aware that if any Members take photos, that these must not be uploaded to any local forums during the same period.*

2. **Civic Service**
As Members will be aware, the annual Civic Service took place on Sunday 25th October 2026. Over 75 guests attended, which included 7 of the Council's 17 Councillors. Following the Service a very well received Reception was held in the Town Hall, where guests were served with light refreshments.

The funds received from the retiring collection will be split equally between Church funds and the Mayor's chosen Charity, Dartmoor Search & Rescue Team – Tavistock.

An update on the funds received will be brought forward to a future Report, once known.

3. **Bound Minute Books**
Following on from previous reports, I can confirm that the papers are now with a specialist company for binding the Council Minute books, following a market testing exercise. It is anticipated that approx. 40 new volumes will be created, at a cost of iro £4,000. The return of the completed volumes is expected within the next 2 – 3 months.

4. **Property Units Update**
Commercial properties –

2 East End Stores
Following previous updates, I can confirm that the new tenant took occupation of this unit on Monday 5th October 2026, with an anticipated opening date of Friday 30th October 2026.

16 Duke Street
The current tenant of this unit has invoked the Break Clause within their Lease, which will become available in early January 2027.

The unit is currently being advertised, with a couple of expressions of interest already having

been received. Further updates will be brought forward, as available.

25 Pannier Market
Following a request received from the current owners of the business above, it has been agreed that an Assignment of the existing Lease will be take place, to a company running the same type of service. The Assignment is currently in the process of being completed.

33 Pannier Market
A request has been received by the current tenant of the unit above to Assign the existing Lease, as the business has been sold. The Assignment is currently in the process of being completed.

Residential properties –

The Flat, 15 Duke Street
Following a previous Council decision, it can be confirmed that the unit above is currently vacant. A period of refurbishment will be undertaken, prior to a new tenant being sought.

Further updates will be brought forward, as available.

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**

Subject to conclusion of legacy work and capacity arrangements (decision listed elsewhere on this Agenda), 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. New Pannier Market Office**

Now the Pannier Market have taken possession of 5 East End Stores as office space, the Business Rates for the property have transferred to the Council in the sum of £540.03 for 2026/27 and (estimated) £1,285.82 for 27/28.

**13. Postage Review**

We are continuing to monitor the postage spend throughout the year, saving money by exploring cheaper options.

**14. Jessie Ann Alford Charity Application**

The Grant application window will open shortly for Jessie Ann Alford applications. Information will be available on the website and advertised in the Tavistock Times and Gazette on Thursday 29th October 2026. Posters will be sent to TaviHelps, TASS, Library and The Food Bank. The closing date for applications is the 27th November 2026 with the cheques to be available for collection after the 7th December 2026.

**15. Community Grant Applications**

The window for the grant applications has now closed and we are in the process of preparing them for the Grants Panel meeting on the 10th November 2026

**16. Recruitment**

- The current Temporary Market Assistant has now left the role.
- The Temporary Markets and Events Assistant has now completed its advertising phase and a shortlist of 6 candidates will be invited for interview. Interviews will take place on the 3rd November 2026.
- The Financial Administrator role has been regraded to level 4 and will now be titled the Financial Officer.
- The role has been advertised and 11 applications were received, shortlisting is taking place.
- Readvertisement/Recruitment for the Works Supervisor has been delayed and will be progressed in due course.

**17. Council Chamber Bookings**

Chamber bookings (not including Council Meetings), from 9th September – 26th October 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)

**18. 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 above, please contact the Office & Finance Manager who will book training places for Councillors.

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| 15th September 2026 | Security and Safety Awareness | Teams meeting 3pm | Devon and Cornwall Police | Anne Johnson<br>Barry Smith<br>Allen Lewis<br>Andy Hutton |
| 22nd September 2026 | Code of Conduct | Virtual – 6.00pm to 8.00pm | DALC | None |
| 22nd September 2026 | Connect event – Security & Safety Awareness Presentation | Virtual – 3.00pm to 4.30pm | DALC | Robert Poppe |
| 23rd September 2026 | Being a Good Councillor – Roles and Responsibilities | Virtual – 6.30pm to 7.30pm | DALC | Neil Martin |
| 28th September 2026 | Heritage Issues and Planning System | Virtual – 6.30pm to 8.15pm | DALC | Mandy Ewings<br>Jeff Moody<br>Steve Hipsey |
| 30th September 2026 | Chairing Local Council Meetings | Virtual 6.30pm to 8.30pm | DALC | None |
| 6th October 2026 | From Ideas to Action: Building Thriving High Streets and Town Centres | Webinar 10am to 12 noon | SW Devon | Anne Johnson |
| 7th October 2026 | DALC AGM | Exeter Racecourse 10am to 4pm | DALC | Barry Smith<br>Anne Johnson<br>Jeff Moody |
| 14th October 2026 | Connect Event: Devon and Torbay Combined County Authority | Virtual 1pm to 2pm | DACL | Jeff Moody |
| 14th October 2026 | Being a Good Councillor 2 – Powers, Duties and the Precept | Virtual – 6.00pm to 7.00pm | DALC | None |
| 15th October 2026 | Connect event – Security & Safety Awareness Presentation | Virtual – 6.00pm to 7.00pm | DALC | Graham Parker |
| 19th October 2026 | Introduction to Planning | Virtual - 6.30pm to 8.15pm | DALC | None |
| 4th November 2026 | Being a Good Councillor 3 – Local Council Meetings | Virtual – 6.00pm to 7.00pm | DALC | None |
| 11th November 2026 | Councils as Charity Trustees | Virtual- 12pm -1pm | DALC | None |
| 19th November 2026 | Biodiversity: practical measures to enhance wildlife and address recent legislation | Virtual 6.30pm to 8.30pm | DALC | Neil Martin |

Report prepared by
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