

Assistant to the Town Clerk's ReportFor Council Meeting 22nd April 2025

1. Key Dates for all Councillors' diaries for this Civic Year;

Monday 28th April 2025Thursday 8th May 2025Thursday 15th May 2025

Mayor's End of Term Event

80th Anniversary of VE Day Beacon (9.30pm)

Grants Presentation Evening

2025 – 2026 Civic YearSunday 19th October 2025

Civic Service 2025 (time tbc)

As previously reported, it is also anticipated that the Council will be able to help facilitate a commemoration of VJ Day on 15th August.

2. Civic Ball 2025

A very enjoyable Civic Ball was held in the Town Hall on Friday 11th April 2025. Guests were entertained by a singer, Jessica Leigh, and DJ Jonathan Banyard, with the 3-course dinner being provided by Four Elements Catering. A total of £ 1, 053 was raised for the Mayor's Charity, The New Tavistock Youth Café, £ 465 from the raffle and £ 588 from the Silent Auction.

3. Mayor's Charity Quiz

The Charity Quiz, organised by the Mayor and Deputy Mayor, held in The Bedford Hotel on Thursday 20th March, raised a total of £ 437 for the Mayor's Charity – The New Tavistock Youth Café.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEARS 2024-2025 and 2025-2026

COUNCILLOR ATTENDANCE between 24th April – 18th June 2025;

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
2024 – 2025 Civic Year				
24 th April 2025 10am	Finance for Councillors	Virtual	Parkinson Partnership via DALC	None
28 th April 2025 6pm – 7pm	Being a Good Councillor – Part	Virtual	DALC	None

	3 (Local Council Meetings)			
6 th May 2025 6pm – 7pm	Being a Good Councillor – Part 1 (Roles & Responsibilities)	Virtual	DALC	None
19 th May 2025 6pm – 7pm	Being a Good Councillor – Part 4 (The Council in the Community)	Virtual	DALC	None
2025 – 2026 Civic Year				
2 nd June 2025 6pm – 7pm	Code of Conduct	Virtual	DALC	None
3 rd June 2025 6pm – 8pm	Chairing Local Council Meetings	Virtual	DALC	None
18 th June 2025 6.30pm – 9.30pm	Being a Good Councillors – Short Course	The Exeter Court Hotel Kennford Exeter EX6 7UX	DALC	None

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 18th March – 21st April 2025:

- 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
- 1 training sessions (non-chargeable)

6. Property Units Update

Residential – there are currently two vacant residential properties:

- 1 & 2 Market Road

Both properties were inspected by a representative from SeaMoor Lettings on 20th March, as previously planned. The works on the properties had not been completed at that time, so a final inspection will take place in late April, with the plan for them to be 'let' being deferred until May 2025. This will involve a loss of income to the Council.

Commercial –

- 9 Duke Street – the new tenant opened their shop on Friday 4th April, 2025.
- 12 Duke Street – this property is currently being marketed, with a firm of expression of interest having been received. This is being progressed via the Council's Letting Agent.
- Retail unit in the Pannier Market Surround – a Surrender/new Lease is currently being

progressed for a unit in the Pannier Market Surround. Further details will be brought forward once the change has taken place, which is anticipated to take place in late April/early May.

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.

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.

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.

As recently reported, the replacement (to secure accessibility compliance) website is nearing completion. Staff were due to undertake training on Tuesday 15th April, with the website planned to go 'live' shortly afterwards.

9. Professional Services

Arrangements will be made, if necessary, to either re-tender or re-negotiate legal services for the Council. A review of present arrangements with current legal providers (Stephens Scown), and the Council's Surveyor, took place in February 2025 and various improvements have been discussed. It is also anticipated that arrangements will be identified, and agreement sought later this year, regarding the re-tender of surveyor services (current provider Haarer Goss).

10. Lettable Properties and Energy Performance

Energy Performance Certificates (EPC's) and Display Performance Certificates (DPC's) are a requirement for the letting of properties. Previously we had lacked clarity regarding certain classes of Listed premises. Clarification has now been received and it has been confirmed that all of the Council's properties require an EPC, with works required to bring them as near as possible to the required standard, within a maximum cost per property. Where complete adherence is impossible i.e. where required changes would not be possible or acceptable for Listed Buildings, a Certificate of Exemption will be required. This represents significant work (and especially remedial cost) which is now underway for certificates. When those are in place reporting will take place on the remediation measures needed to comply with legislative requirements. It is anticipated that a material budget provision will be required to be made.

11. Staff Handbook

The Staff Handbook is currently being reviewed to ensure that various sections continue to represent current legal and other relevant standards. Model Policies have been obtained from the Council's HR Advisors (SW Councils), which will now be tailored to this Council's requirements. This will be undertaken on a modular basis, with an initial focus on those areas where most change is anticipated.

Report prepared by
Jan Smallacombe (Assistant to the Town Clerk)