

Tavistock Town Hall

Departmental Report- November 2016

Bookings:

Bookings in general for the hall are forever growing and we are still taking bookings/enquiries for 2016 and 2017. We are now even taking bookings for **2018!** Since the last report we have received **29 new bookings.**

General Update:

- **New Fridge** – We had to purchase a new under counter fridge for the kitchen due to countless faults on the previous fridge. The Town Hall team would like to thank the Works Department for their assistance on getting the fridge up into the kitchen.
- **Hot Water Urn** – We had to replace our hot water urn in the kitchen due to electrical faults. A new one has now been installed and was free of charge as it's still under warranty.
- **Staffing** – We have now recruited a new General Hand Level 1, who will start at the end of November. The successful applicant will be working between the Town Hall and Pannier Market
- **Courses** – The Town Hall Manager is due to start a Level 5 Management Course this month.
- **Christmas Party** – It's not too late to book your space on Friday 2nd December. The deadline for bookings will be on Friday 25th November
- **Christmas Tree Festival** – We will be participating in the Christmas Tree Festival this year, which takes place in St Eustachius' Church. We have created advertising tree tags, which will hang from the tree. This will enable the public to pull them off and take away with them. Our brochures and other leaflets will also be available throughout the Festival.

Social Media update: Facebook: 706 (increase of 23), Twitter: 870 (increase of 16) & Instagram: 134 (increase of 17)

Licensing – No licencing issues have arisen in the last month.

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