

**TAVISTOCK TOWN COUNCIL  
BUDGET AND POLICY  
TUESDAY 14<sup>TH</sup> JULY 2020**

**BRIEFING NOTE  
TOWN HALL AND EVENTS MANAGER**

---

**1. INTRODUCTION**

This report has been prepared in recognition of the impact of COVID19 and to provide Tavistock Town Council with the opportunity to future plan the services delivered.

**2. CURRENT POSITION**

TOWN HALL

2.1 Town Hall bookings were cancelled from 17<sup>th</sup> March to 30<sup>th</sup> September 2020 this equates to a loss of income in respect of venue hire and our additional extras of £13,772.15. However projected income would have been greater due to the revenue received at the bar led functions which dependent on size varies from £200 to £2,000 at any one event. The Town Hall forwent new bookings during the crisis.

2.2 Discussions are ongoing in regards to the re opening of the Town Hall from October onwards and how/if we can safely host bookings such as a wedding fair and sporting events whilst maintaining social distancing and other health and safety measures which are required under Government Guidelines and Council Policy. Projected income from venue hire for the last three months of 2020 is £6,836.50 based on current bookings (again this figure does not include income generated from bar led functions).

2.3 Projected loss of bar stock based on the Town Hall bar being closed up to November is approximately £1,401.84 cost and £4,463.20 retail.

OUTSIDE AREAS

2.4 In order to re-open outside trading and generate income, arrangements have been made for safe trading opportunities on Bedford Square. We have designed a layout for a reduced market template that allows for social distancing and provides six trading spaces, one of which being the medium term hire of a TTC wooden

Hut at £25 per day (initially trading for three days per week in line with Pannier Market opening times).

- 2.5 The total potential Bedford Square income is £575 per week based on the opportunity to trade over 5 days to fall in line with our current staffing resource. However, it is worth noting whilst there is clear demand for Bedford Square trading, the majority of interest is focused on Thursday – Saturday with an average of up to two traders trading on the other days (Monday – Wednesday).
- 2.6 Therefore, a conservative and more realistic projected income for Bedford Square would be up to £495 per week. This will be reviewed at the end of July in line with the Farmers Market which currently do not pay rent for the hire of the Square which based on current projections is a loss of is a loss of £100 per day they trade.
- 2.7 In order to use the resources of the Council in order to generate additional income and support the existing demand for markets and events, we have allocated ground within the meadows which is available for hire on a day rate of £200. This figure includes TTC Officers marking out the designated trading area but does not include staff resource which is not currently an option available due to capacity.

#### BUTCHERS' HALL

- 2.8 Butchers' Hall bookings were cancelled from 17<sup>th</sup> March to 31<sup>st</sup> August 2020 this equates to a loss of income in respect of venue hire, trader bookings and our additional extras of £10,807.00 however projected income would have been greater due to our themed markets taking further trader bookings. On average a one-day themed market generates approximately £630 gross (based on 30 trading positions).
- 2.9 Plans are currently underway to re open Butchers' Hall in August with the first booking being our Tavistock Arts Market. In order to operate safely and in line with Government Guidance and Council Policy we have reduced the trading footprint in Butchers' Hall by approximately half and we be setting the aforementioned themed market over two dates in order to accommodate the trader bookings (in respect of our themed markets traders book and pay up to 9 months in advance).
- 2.10 Opening of Butchers' Hall initially will be held on the same days as the Pannier Market opening in order to use the staff resource we currently have available and co-ordinate the retail offer.

- 2.11 Total projected income from August to March 2021 based on the bookings we currently have is £16,374.00 however if we are able to remain open I predict an increase on that due to the demand we have for our themed markets and venue hire.

### **3. CONCLUSION**

- 3.1 The aforementioned information sets the scene of where the areas of activity under the Town Hall and Events Manager are currently due to the effects of COVID19. On the proviso the Town Hall re opens in October on a reduced basis to ensure compliance with Government Guidelines I believe a rough but meaningful projected income would be in the region of £14,498.50 for the remainder of the financial year. At this stage it is hard to project what events will be viable that generate a higher profit margin because inevitable to accommodate these events we would need to increase our staff resource which currently at this time we do not have the capability to do.
- 3.2 For the 2019-2020 Financial the Town Hall bar income was £33,761.00 and the expenditure was £13,229.00 and there was indirect expenditure which was £1,504.00. Total profit for this period was £19,028.00.
- 3.3 For the 2019 – 2020 the Town Hall total income was £33, 589.00.
- 3.4 In regards to Butchers’ Hall the projected income for the financial year based on current bookings is £22,863.00 which I believe remains achievable and will increase in the region of £2,000 - £4,000 due to demand for themed markets and events. For 2019-2020 income was £25,558.00.

### **4. RECOMMENDATIONS**

- 4.1 That authority be delegated to the Town Hall and Events Manager in regards to the operation of re opening the Town Hall and Butchers’ Hall on the proviso it is done in line with Government Guidelines and Council Policy.

**BECKY HADFIELD  
TOWN HALL AND EVENTS MANAGER  
7<sup>TH</sup> JULY 2020**