

Town Hall Manager's Report (March/April 2017)

1. Bookings:

New Bookings: In general, bookings are still coming in as the Town Hall remains to be a reasonable and obliging events venue, within the Town. Since the last report, a total of **16** bookings have been confirmed.

Town Hall Event Breakdown: (25th February 2017 – 7th April 2017)

- Civic (i.e. Council Events) = 4
- Community (i.e. Dance Classes, sports etc) = 29
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 13

2. Events:

Garden Festival: So far, preparations are on schedule and on-going. The Town Hall will be providing the portable bar in the big marquee in the Guildhall car park, selling soft and alcoholic beverages for this event.

3. General Update:

Pannier Market Trader Consultation: On Thursday 9th March, the Town Hall played host to the Pannier Market Traders, after consulting with them regarding the Pannier Market roofing works that are due to take place later this year.

4. Town Hall Bar Audit Report:

After a recent visit by our bar auditor, the Town Hall Manager responds to some of the points raised within the report...

Supplier Credit: This has been chased up with the supplier and the credit has been issued.

Bar Prices: Our cost prices have gone up from suppliers, so therefore we have had to raise our prices in order to maintain our current margins. These were implemented on the function that took place in the hall on Saturday 8th April 2017.

Wine List: A new wine list has been devised by our local supplier and implemented from March 2017. We have had to sell some of our old wines at a cheaper rate to ensure that these items aren't wasted and become unsellable.

5. Training and Development:

The Town Hall Manager is making good progress with his Level 5 Diploma in Management and Leadership.

6. Social Media update:

Facebook: 746 (increase of 16)

Twitter: 944 (increase of 13)

Instagram: 174 (increase of 11)

7. Licensing: No licencing issues have arisen in the last month.

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