

## Town Hall Manager's Report (November 2017)

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### 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 **12** bookings have been confirmed.

**Town Hall Event Breakdown:** (4th October 2017 – 12<sup>th</sup> November 2017)

- Civic (i.e. Council Events) = 6
- Community (i.e. Dance Classes, sports etc) = 22
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 19

### 2. Events:

**West Devon Civic Service:** The Town Hall hosted the annual Civic Service for the Mayor of West Devon, Cllr Jeff Moody on Sunday 22nd October. The event was attended by 120 guests and was a great success. This was a fantastic platform to showcase the hall to all those who attended from all the areas across West Devon and its surrounds.

### 3. General Update:

**Main Entrance Signage:** We have introduced a new sign which will replace the main mirror on events, to encourage guests and the public to the hall. This sign includes an A3 picture where notices/posters can be displayed. It also highlights where the Town Hall lift is located. This is an ideal notice for when the Pannier Market traders will decant into the Hall from January – April 2018. **Please refer to item 1 for the design.**

**Pannier Market Roofing Works:** With the works taking place on the Pannier Market roof, the day traders will be decanting in the Town Hall throughout the months of January, February, March and April 2018.

From Tuesday to Fridays, with some Saturdays included, the day traders will be trading the Town Hall whilst respecting the current Pannier Market 'themed market' days i.e Tuesday – Antiques, Wednesdays – craft etc.

The overall impact that this will have on the Town Hall and its users will be minimal, whereby our regular evening users/events will still be taking place, i.e Jive nights, Folk & exercise classes etc. However, this does mean that the Town Hall will be open from 6.30am until 11pm in the evening, whilst team members will be turning the hall around from the Market to the evening bookings and then back to the market again for the next working day. Most of the Saturday's throughout this period have already been taking up for bookings such as Weddings, Gala Dinners and Boxing events etc, so therefore the Town Hall will be unavailable to host some of the usual Saturday Markets.

**Training:** The Town Hall Manager attended the Level 2 Safeguarding course on Saturday 4<sup>th</sup> November in Ashburton. This provided a good insight to all the regulations and policies that comes with the welfare of children and young adults.

**Christmas Tree Festival:** The Town Hall are yet again participating in the Christmas tree festival this year, in St Eustachius Church from 1 – 10<sup>th</sup> December 2017.

**Wedding Awards:** After being nominated as one of the best wedding venues in the South West, the voting has been finalised. We will find out on Saturday 18<sup>th</sup> November to see if we have been successful in reaching the finals in January 2018.

**Town Hall Charges:** Parties: A £100.00 increase. From £125.00 to £225.00.  
With parties becoming a popular event in the hall, we need to ensure that our costs are being covered with the hall hire. At the moment we aren't covering these costs due to inflations in staff wages and business rates etc. So therefore, to enable us to remain commercially viable, we are forced into making this increase.

### Item 1

#### 4. Social Media update:

Facebook: 793 (increase of 6)  
Twitter: 1,002 (increase of 17)  
Instagram: 240 (increase of 4)

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

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