

Town Hall and Butchers' Hall Report
January 2020

General Update:

Options are still under consideration regarding the repair / replacement of the Town Hall main doors due to their deteriorating condition.

Following further issues with the Town Hall lift and remedial repairs, quotations are currently being obtained for a replacement lift. Within the first quarter of 2020 we hope to be in the position to replace the Town Hall passenger lift.

Localised water leaks in Butchers' Hal (northern valley, south facing louvres) have been identified which are due to be investigated by the architect and will be repaired by the principal contractor imminently.

Investigations on the Town Hall roof were carried out prior to Christmas in order to identify the persistent leaks above the Mayors Parlour and Office. Repair work including internal redecoration to the affected areas to be considered and actioned accordingly by the General Manager.

Minor redecoration to the stage is to be scheduled during January to freshen the space up and provide a cleaner backdrop to functions and events.

The Rundle Room planned works to the toilet and small kitchen which were reported on previously are now complete. Further work is required in respect of fitting a sink new work top to the Rundle Room toilet following water damage.

A ground floor window on the Town Hall front facade was damaged over the festive break and requires a replacement glass pane which has been actioned by the Works Department.

The Town Hall parking bay in the Guildhall Car Park will not be available from 13th January until a date to be confirmed in May due to the planned Public Realm works. The Town Hall and Events Manager sent a letter in December to all regular hirers giving advance notice of the car park closure.

Work will be scheduled to clean the Main Hall beams & light fixtures during our quiet period.

Licensing/Training:

The revised Premise Licences for the Market Complex has now been submitted and awaits approval.

Two Markets and Events Assistants have been appointed in post, starting week commencing 30th December and 6th January. We look forward to welcoming the two new staff members to the TTC team.

Looking ahead, the Town Hall & Events Manager is considering appropriate options for one-day emergency first aid for the Markets & Events Assistants as well as defibrillator training for all staff. Core training requirements for the new members of staff will be actioned as part of their induction and specific training requirements for the Duty Officers will be reviewed.

Options for stewarding training is currently being investigated by the Works Department which the Markets and Events team will be included on should a suitable provider be identified.

The Town Hall Bar is due a stock audit week commencing 27th January which will be reported on at the next Full Council.

No licensing issues have been reported during this period.

Processes:

Recommendations for the Town Hall and Butchers' Hall Schedule of Charges and Terms and Conditions for 2020-2021 have been endorsed by Council.

The card machine for the Town Hall bar will be installed January 2020.

Town Hall Functions and Events:

December bookings went well with a positive use of the Town Hall Main Hall reflected in bar sales. This month we have received two confirmed bookings for 2020 and one for 2021 as well provisional Christmas Market bookings for 2020, 2021 and 2022 from a regular hirer. The Town Hall weekly / monthly hirers have confirmed their bookings for 2020.

We received one cancellation for a booking December 2019 due to a lack of engagement from the hirer.

During the month of January, we have 17 bookings in the Main Hall which include the following:

- Weekly Tuesday morning Line Dancing
- Weekly Tuesday evening Vocal Harem
- Weekly Thursday evening Folk Club
- Monthly Wednesday afternoon Tavy District U3A
- Wedding Reception
- Tavistock Scottish Country Dance Group
- Tavistock Young Farmers Dinner & Dance

Butchers Hall Themed Markets & Events:

The Butchers' Hall December bookings were very successful with hirers, traders and the general public commenting of the diverse range of events hosted there. The Butchers' Hall Christmas Markets which launched for a second year on

Agenda Item 8iii

Dickensian Evening were positive in terms of footfall, customer enjoyment and trader income.

The "Tavistock Christmas Market" which included Butchers' Hall, Bedford Square and the Pannier Market was a popular event on the run up to Christmas and one The Town Hall and Events Manager hopes to organise again with the Market Reeve.

There are no bookings scheduled in Butchers' Hall for January allowing time for the urgent repair works to the roof to take place.

Looking ahead to 2020, we have received one further confirmed booking since the last report and several enquiries in regards to evening parties and wedding receptions which our current Premises Licence does not support.

The Tavistock Arts Market will commence on the first Saturday of each month from March until the end of the year, similarly the Antiques & Collectables Fair is scheduled to run on the third Sunday of the month, again from March until December.

In regards to Goose Fair, work to this year's event is underway with a meeting scheduled for early January to discuss arrangements with WDBC. The fee setting meeting will be held early March.

**REBECCA HADFIELD
TOWN HALL AND EVENTS MANAGER
JANUARY 2020**