

Town Hall and Butchers' Hall Report February 2020

General Update:

Brief discussions have been held with the West Devon Borough Council Conservation Officer regarding options for the replacement of the Town Hall external doors due to their deteriorating condition. A quotation for replica doors is in the process of being obtained.

Tenders for the Town Hall replacement lift have been obtained and the contract has been successfully awarded. It is anticipated the new lift will be installed at the start of the new financial year.

Identified localised water leaks in Butchers' Hall (northern valley, south facing louvres) have started to be repaired by the Town Council Works Department.

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.

Further leaks have been identified above the Rundle Room which are currently being investigated.

The Town Hall gutters have been cleared by the Town Council Works Department.

Minor redecoration to the stage previously scheduled for January has been completed in house and has provided a fresher backdrop to functions and events.

The Rundle Room planned works to the toilet worktop is still pending following water damage from a function in 2019.

A ground floor window on the Town Hall front facade which was damaged over the festive break has been repaired.

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

Licensing/Training:

Please see the Market Reeve's / DPS Managers report in regards to licensing. The Town Hall Bar received its second best stock audit in January. The next stock audit is due at the end of March.

Identified Officers will undertake Conflict Management & Resolution training in March.

The General Manager has organised an online training provision with 10 training courses for staff which we will start to roll out to Officers.

Processes:

The card machine for the Town Hall bar has been installed, and proved to be a success during its first function. Officers have reported no issues or concerns when using the machine and a process has been set up for recording all card transactions.

The current Town Hall wine list has been reviewed with some changes made including introduce a new line of red and white wine at a lower rate of £15 per bottle. Champagne has been reduced from £44.50 per bottle to £40.

For large bar led functions e.g. Gala Dinners, a pre order service is now available where guests can contact the Town Hall to order and pay for their wine which will then be available on their table.

Town Hall Functions and Events:

Notoriously January is a quiet month in the Town Hall although we were pleased to welcome back Tavistock Young Farmers for their annual Dinner & Dance following a break where they used an alternative venue.

Look ahead, we currently have 19 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
- Physic Evening
- Birds & Bees Sales Fayre
- Tavistock Amateur Boxing
- Arom Aware Sales Fayre
- Pretty & Punk Wedding Fayre

Butchers Hall Themed Markets & Events:

Butchers' Hall's first booking on the year is on Saturday 15th February as we welcome back the Vintage & Salvage Fair.

Looking ahead we currently have 38 confirmed external bookings for Butchers' Hall venue hire in addition to the TTC in house themed markets which include:

Easter Food & Craft Fair (April 10th & 11th)
Foodies Delight festival (15th & 16th May)

Tavistock's Country Garden Show (24th & 25th May)
Makers Market (12th & 13th June)
Tavistock's Community Festival of Food & Craft (15th August)
Makers Market (25th & 26th September)
Goose Fair Artisan Market (14th October)
Christmas Markets (4th, 10th – 12th, 17th – 21st December)

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.

Regarding Goose Fair, work to this year's event is underway with the fee setting meeting will be held March 5th.

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