

**Town Hall and Butchers' Hall
Manager's Report
May 2019**

General Update:

Following an issue with the Butchers' Hall glass electronic doors, whereby they were not closing or opening correctly, Dorma resolved the issue under warranty.

It was noted the annual service to the Town Hall Stair Lift Contract did not include the two Stair Lifts located at the North entrance, this has now been included on the current contract and subsequent identified repair work has been scheduled in. The annual service identified the Rundle Room Stair Lift was beyond economic repair with many of the parts now obsolete.

The Town Hall and Events Manager sourced 5 comparable quotations for a new and re conditioned Stair Lift. A new Stair Lift with a two year warranty will be installed week commencing 20th May at a cost in the region of £1,700.

Licensing/training:

The DPS is currently arranging Town Hall Bar and Till training for identified members of staff.

Three members of staff have undertaken and successfully passed the Quallsafe Level 2 Food Safety Training previously identified as a requirement.

Training in respect of emergency first aid, fire safety and manual handling will be booked for identified members of staff in due course.

The Town Hall and Events Manager has applied for a new premises licence. The reasoning is to have a more consolidated approach re licensable activities, bringing Town Hall, Butchers Hall, Pannier Market, Pannier Market surround, Bedford Square and Guildhall car-park under one licence. This will allow TTC to provide a wider offer to the hirer, extending the licensable hours for Butchers Hall, as there is a clear demand, and including the Pannier Market perimeter, post public realm works, as an extension to TTC offer. Further to the previous Managers Report this is still on-going.

No licencing issues have arisen in the last month.

Processes:

The Town Hall & Events Manager continues to lead on the delivery of the operation and running of the Town Hall and the review of processes/administration in liaison with the General Manager and Market Reeve/DPS. This has included a tightening of processes relating to application of fees and charges, bespoke drinks packages,

Agenda Item:

initiatives skills work shops, craft fairs, heritage open days, Miss Ivy, In Touch Tavi, BID, Radio Rally, Garden Festival, Twinning, birthday parties, art exhibitions, Go-gothic event and Tamar community fairs. A list of booked events will be presented within the next report.

Arrangements for Goose Fair are in hand with trader invoices due to go out shortly and core services being booked, with the likes of Stagecoach and SWAST holding their 2018 price.

**REBECCA HADFIELD
TOWN HALL AND EVENTS MANAGER
MAY 2019**

