

Town Hall and Butchers' Hall Report
November 2019

General Update:

Options are still under consideration regarding the repair / replacement of the Town Hall main doors due to their 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 subject to decisions of Council and availability of funding.

Planned redecoration works over the Christmas period to the Town Hall bar have been postponed to the New Year.

Localised water leaks in Butchers' Hall (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.

The Town Hall suffered localised water leaks in the Office, Mayors Parlour and North Door stairway which we believe were due to blocked drainage channels on the roof. The Works Department have carried out work on the roof which we believe has rectified the problem, although the gutters will continue to be monitored with more frequent clearance works implemented. The areas which have been water damaged will be re-decorated in January.

The Town Hall and Butchers' Hall underwent the annual PAT testing on 28th October. The kitchen fly catcher failed and was immediately replaced by the Works Department.

The Rundle Room toilet and small kitchen have work planned to replace the taps and hot water boiler. The small kitchen has been without hot water for a number of years and so this will improve working efficiency with our functions.

The Town Hall was once again lit up purple on Thursday 21st November in support of raising awareness for World Pancreatic Cancer Day.

In October Butchers' Hall was awarded the Devon Historic Buildings Trust Building Conservation Award for regeneration of a historic building or structure. The awards ceremony was held at the Royal William Yard in Plymouth and was well attended by Councillors, Officers, the principal contractor and lead architect. The Devon Historic Building Trust press release stated *"What had not been done was what delighted the assessors. The light touch with restrained intervention, the fact that the roof timbers had not lost their patination. The contemporary simple box solution for the new kitchen/toilet worked well. It had succeeded in making a multi-use space for the future"*.

Licensing/Training:

The Market Reeve and Designated Premises Supervisor remains in consultation with WDBC licensing to consolidate and standardise our separate licence arrangements, including adding Guildhall car-park, Pannier Market perimeter and Pannier Market, and extending the operating times in Butchers Hall. This is part of the wider strategy to look at operations in a wider context around the principles of the 'market complex'.

A Markets and Events Assistant has been appointed in post week commencing 25th November on a fixed term contract. We look forward to welcoming this new staff member to the TTC team.

TTC is currently recruiting for a further Markets and Events Assistant as well casual staff to assist primarily with Town Hall Bar led functions. The Town Hall Bar received its final Stock Audit of 2019 (please see the attached report elsewhere on the Agenda). 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 put forward to Council to be endorsed. Work has been undertaken to install a card machine in the Town Hall bar following ongoing requests by customers and concerns regarding loss of income by operating a cash only payment system.



Town Hall Events:

During the month of December, we have 16 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
- Plymouth University Medical Society Ball (private function)
- The Salvation Army 8th December
- National Federation of Small Business
- Drake Judo Club Christmas Party (private function)
- Cut and Shuffle Productions 19th December
- Reach Wrestling 27th December
- Wedding Reception

For the same period in 2018, we had an equal number of bookings. In addition to this we have received one cancellation for next month which was due to the hirers work commitments.

This month we have received 4 enquiries for 2020 ranging from private parties to wedding ceremonies and receptions and have taken 6 confirmed bookings for 2020 and three confirmed bookings for 2021. Following the success of the Pretty & Punk Wedding Fair in the Town Hall, Butchers' Hall and on Bedford Square in October, hirers have booked two further Wedding Fayres for 2020.

Butchers Hall Themed Markets & Events:

The Cards for Good Causes Charity Christmas Card Shop that we have hosted in Butchers' Hall since 30th October have reported excellent sales and an increase in footfall to their pop up shop, with another Butchers' Hall regular hirer reporting an increase of 500 visitors in comparison to when their events were held in the Town Hall.

The Butchers' Hall Christmas Markets launch on Friday 6th December to coincide with the annual Dickensian event. During the evening the Town Hall & Events Manager has arranged for the Phoenix Carol Singers to perform in the Market Perimeter, and a position for Home Instead Dementia Care to raise awareness for Alzheimer's Research UK by taking part in the Cycling Down Dementia.

During the month of December, we have the following bookings in Butchers' Hall:

- Sunday 1st Antiques & Collectables Fair
- Monday 2nd – Thursday 5th Cards for Good Causes Charity Christmas Card Shop
- Friday 6th Butchers' Hall Christmas Market
- Saturday 7th Tavistock Arts Market
- Monday 9th – Friday 13th Cards for Good Causes Charity Christmas Card Shop
- Saturday 14th Tavistock Arts Market

- Sunday 15th Miss Ivy Events Christmas Festival
- Tuesday 17th WDBC Full Council Meeting
- Wednesday 18th – Monday 23rd December Butchers' Hall Christmas Markets

On Sunday 22nd December Butchers' Hall and the Pannier Market have organised a Christmas Market on Bedford Square to compliment the Butchers' Hall Christmas Market and the Pannier Market's Sunday opening. The Butchers' Hall Christmas Markets and the Pannier Market December opening times have been promoted in the Cornish Times, the Links publications as well as the Tavistock Gazette, TTC website, flyers and social media.



Looking ahead to 2020, we have received enquiries for venue hire that range from photography & art exhibitions, evening themed parties, and wedding receptions. To date we have taken a total number of 52 bookings for 2020 which include the return of the Tavistock Rotary Art Exhibition, Vintage & Salvage Fairs, Miss Ivy Events & Pretty & Punk Wedding Fayres.

The Tavistock Arts Market and Antiques & Collectables Fair respectively finish in December this year, taking a break during January and February, starting again in March until December.

The Butchers' Hall Christmas Markets for next year are scheduled to once again launch on the Dickensian Event (4th) and will run 10th – 12th, 17th – 21st December.

Following the success of Tavistock's Community Festival of Food & Craft in July, the Town Hall & Events Manager plans to make this an annual event, changing the date to August 2020 to fall in line with the tourist season.

The Town Hall & Events Manager has been approached by the Go Gothic Market (a former Butchers' Hall booking) organisers to consider organising this event as a Butchers' Hall in house event which based on the success of this year's event and ready made model the Town Hall & Events Manager has agreed to. The Date and further plans are to be confirmed.

The Garden Festival has been rebranded to Tavistock's Country Garden Show and has been assigned to the three Duty Officers as a combined project to organise under the guidance of the Town Hall & Events Manager and Market Reeve.

In regards to Goose Fair, the Wash up meeting is scheduled for Friday 22nd November where the agenda will include the Gulworthy park and ride site, the impact the WDBC toilet closure had on this year's event as well as reviewing terms of trading for 2020.

The Town Hall and Events Manager and General Manager are currently reviewing safety measures of the event following an incident which involved a driver under the influence of alcohol driving through a road closure, into the event and through busy crowds just after 9pm, from Russell Street to Abbey Bridge.

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