

## Town Hall Manager's Report (August / September 2018)

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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 **21** bookings have been confirmed.

**Town Hall Event Breakdown:** (18<sup>th</sup> July 2018 – 06<sup>th</sup> September 2018)

- Civic (i.e. Council Events) = 0
- Community (i.e. Dance Classes, sports etc) = 20
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 22

### **2. Events:**

**Tavi Arts Market** – The move from Bedford Square to Butchers' Hall has been successful with good footfall and positive feedback from the traders themselves. There has been a good reception to posts on Facebook, Instagram and Twitter with us continuing to promote the Arts Market in Butchers' Hall for the coming months with scheduled posts being put in place now.

### **3. General Update:**

**Okehampton Show** – On Thursday 9<sup>th</sup> August the Town Hall Manager and the Market Development Officer had a trade stand at the Okehampton Show. The day proved to be a success with both departments gathering interest and enquiries for future events. On the day we also gave out 40 free promotional bags which include Town Council promotional leaflets, newsletters and Town Guides.

**Staff Training & Development:** Both General Hands have been enrolled onto the Cellar Management course in October. This will enable them to understand the processes and procedure of how to operate the Town Hall bar cellar (e.g., changing kegs, pipe cleans etc).

**Staffing Update:** Interim arrangements are being put in place to address staffing changes following notice of upcoming staff departures.

### **4. Social Media update:**

Facebook: 873 (increase of 12)  
Twitter: 1,098 (increase of 1)  
Instagram: 368 (increase of 31)

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

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