

**TAVISTOCK TOWN COUNCIL  
TOWN HALL AND EVENTS MANAGEMENT REPORT  
1<sup>st</sup> March 2021**

***1. Town Hall***

The Town Hall & Events Manager continues to manage the Works Department with the General Manager whilst managing the Town Hall and Butchers' Hall as well as the Market and Events Officers.

In view of the negative impact of the ongoing COVID19 crisis and following careful consideration and discussion, the Town Hall closure has been extended until the end of July 2021, therefore there are no new bookings to be reported for this period.

Following the latest Government update pertaining to the roadmap and easing of the national lockdown it is anticipated the Town Hall will re open August 2021, subject to staff resource. Once further Government information is released regarding public safety measures the Town Hall & Events Manager will investigate the feasibility of hosting bar led functions which have been identified as high risk type bookings.

Looking ahead to post July 2021 the Town Hall has received interest from existing annual hirers to book their functions and events and we have secured rescheduled wedding bookings for the 2022 wedding season. To date we have approximately 56 bookings for the period August – December 2021.

We have successfully recruited for the Markets and Events Assistant advertised position (subject to satisfactory references) and are currently recruiting for the position of Cleaner of which interviews will be scheduled for March.

It is anticipated the Administrative Assistant will return from Maternity Leave in May.

The Market and Events staffing resource primarily is focused on supporting the Management team with essential administrative duties during this period of closure in preparation for the re opening of the Pannier Market and Butchers' Hall.

Repair work to the roof which has localised water leaks above the Mayors Parlor, Office and North entrance have been scheduled for completion by end of May 2021.

The Works Department continue to inspect and clear the Town Hall gutters and downpipes on a regular basis to ensure clear flow of rainwater and no further blockages in other areas identified as having issues during long periods of poor weather conditions. During the month of March the Works Department are scheduled to undertake high elevation cleaning in the Main Hall.

The Town Hall contract with the supplier who provides the bar gas cylinders has been cancelled in order to provide a cost saving during the period of closure. The contract will be renewed when the bar reopens.

The annual oven valet service for the commercial kitchen is scheduled for March and the Council insurers have conducted their annual inspections of the Town Hall lifts, the report is pending.

The Five year fixed installation inspection is scheduled for the beginning of March.

### ***Butchers' Hall***

Butchers' Hall remains closed due to the national lockdown, it is anticipated the venue will reopen to the public in April in line with the Government plan to ease lockdown. Unfortunately due to the ongoing lockdown the in house markets planned for the beginning of April have been cancelled.

The Butchers' Hall in house themed markets and events schedule for 2021 are as follows:

- Thursday 27<sup>th</sup> – Friday 28<sup>th</sup> May – Artisan Market
- Saturday 29<sup>th</sup> May – Green Living Market
- Thursday 17<sup>th</sup>- Friday 18<sup>th</sup> June – Arts and Craft Fair
- Friday 25<sup>th</sup>-Saturday 26<sup>th</sup> June – Foodies Delight Market
- Thursday 15<sup>th</sup> – Saturday 17<sup>th</sup> July – Artisan Market
- Friday 30<sup>th</sup> – Saturday 31<sup>st</sup> July – Foodies Delight Market
- Thursday 19<sup>th</sup>-Saturday 21<sup>st</sup> August – Arts & Craft Fair
- Wednesday 13<sup>th</sup> October – Artisan Goose Fair Market
- Friday 3<sup>rd</sup>, Sunday 5<sup>th</sup>, Thursday 16<sup>th</sup>-Thursday 23<sup>rd</sup> December Christmas Markets

Butchers' Hall has received further bookings for 2021 with current projected estimated income for May – December 2021 in the region of £21,000. One of the new bookings received is Tavistock Group of Artists who are trialling Butchers' Hall this year as opposed to the Town Hall where historically their annual art exhibition has been held.

Processes and procedures continue to be reviewed in line with the latest Government Guidance pertaining to COVID19 safety measures.

In regard to the ongoing water ingress issues, the General Manager and Town Hall & Events Manager held a meeting with the lead contractors and architect in February and agreed a schedule of works for March and April which include installation of scaffolding, repairs to the external gutters, redecoration of previously painted areas, and installation of Perspex glazing across 3 of the 4 elevations. Tenants in the nearby vicinity to Butchers' Hall have been made aware of the scheduled of works.

The Moor Otter Arts Trail previously reported is scheduled to go live April 2021. The Town Hall and Events Manager organized a Sir David Attenborough Otter for the Market complex of which arrangements for delivery are currently taking place. It is understood Tavistock BID and The Wharf have also engaged in the project and will have a Otter respectively. The Moor Otters Arts Trail has 3 key objectives:

- To support businesses on and around Dartmoor, acting as a recovery tool
- To encourage people to visit Dartmoor and enjoy all it has to offer
- To raise funds to ensure Dartmoor is looked after now and in the future.

#### **4. Works Department**

Tavistock Town Council have entered the 2021 Britain in Bloom competition.

Discussions are currently taking place in regards to supporting Tavistock BIDS' hanging basket project for 2021.

Following works at the start of the year, Fibre Broadband has now been installed to the Market Complex surround with contractors advising it takes approximately 4-6 weeks to commission before customers can place an order for FTTP. It is scheduled for 2022 for the Contractors to remove all redundant wiring in and around the Market Complex, this is subject to customer take up and can take between 12-24 months for completion.

Rowlands Funfair have provisionally booked the Meadows for a period in June, subject to COVID19 Government restrictions and public Health Safety as well as TTC terms and Conditions pertaining to power supply, ground reinstatement etc.

Grounds maintenance work to Plymouth Road and Dolvin Road Cemeteries are near completion, with both cemeteries receiving significant works by the Depot team in terms of clearance of brass and re shaping of bushes / trees.

The cemetery continues to receive regular interments, however to the best of our knowledge no deaths have been COVID19 related.

During February a fire was reported on Whitchurch Down to the Fire Service which has caused damage to the ground. Investigations are on going.

The General Manager and Town Hall and Events Manager continue to hold weekly team meetings with the Works Department.

Looking ahead the schedule of works for the Works Department include external maintenance repairs to the rear of Duke Street as well as a Market Road property, play park repairs, grounds maintenance and redecoration to the Town Hall.

Alternative options for the ERDF Reopening of the High Street Safely grant have been discussed and additional signage for the Town is being sourced.

There are ongoing issues in regards to vandalism in the Meadows and more specifically to the Skate Park where crowds are congregating and ignoring the closure signage.

The Town Hall and Events Manager is currently working on the feasibility of Goose Fair taking place October 2021 of which a report with recommendations for this year's event will follow in due course.

**REBECCA ROWE**  
**TOWN HALL AND EVENTS MANAGER**  
**MARCH 2021**