

**TAVISTOCK TOWN COUNCIL
TOWN HALL AND EVENTS MANAGEMENT REPORT
26th May 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.

In line with the easing of Government restrictions pertaining to COVID19 and the national lockdown, the Town Hall remains on course to re open August 2021 (subject to capacity and public safety). The Town Hall and Events Manager is currently investigating the feasibility of hosting bar led functions which have been identified as high risk type bookings as well as researching and implementing the various measures required for the Town Hall to be able to re open safely for both hirers as well as staff. Part of this has included the work required to host the Town Council Meetings in the main hall from May onwards.

Following the last report reference recruitment, unfortunately we have received a Market and Events resignation. We are currently recruiting for the positions of Town Hall Duty Officer and Landscape & Maintenance Operative in the Works Department for which the closing dates are respectively in June. One Market and Events Assistant remains on long term sick leave.

Repair work to the roof which has localised water leaks above the Mayors Parlor, Office and North entrance have been rescheduled for completion by end of August 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. The Works Department have completed the high elevation deep clean of the Main Hall which was in desperate need of attention and have started on the redecoration works to the entrance / reception area.

Investigations and remedial works to the north entrance stair lift and side ground floor door are ongoing and the significant improvements from the five year fixed installation inspection have been re scheduled to June/ July 2021.

Tavistock Town Council are in discussion with West Devon Borough Council reference our participation in the Welcome Bank fund and what grants may be available to us. The Town Hall and Events Manager will provide an update in the next Managers report.

Butchers' Hall

Butchers' Hall successfully re opened in May, hosting a range of TTC organised themed markets and external hired events including the May 6th elections, which were organised well and brought a new demographic to the venue. In regard to the ongoing water ingress issues, the principal contractor is currently on site undertaking the necessary repair work which is anticipated to be completed by the end of May.

The Moor Otter Arts Trail project which the Town Hall & Events Manager enrolled Butchers' Hall in launches on Friday 28th May, with the Town Council Otter sculpture (Sir David Otterborough) now located outside Butchers' Hall. TTC has worked in partnership with Tavistock BID in the branding and promotion of the town's participation in the project, which has a total of three Otters.

The Moor Otters Arts Trail involves 81 sculptures of otters with cubs - all designed and decorated by local and national artists – being placed around the National Park and places near Dartmoor. The trail aims to help people discover and learn more about the surrounding area, bringing increased footfall to the various locations. It is therefore anticipated the Moor Otter scheme will further boost Tavistock's tourist appeal over the coming months.

4. Works Department

The cemetery continues to receive regular interments, however to the best of our knowledge, to date no deaths have been COVID19 related. Recently there have been issues with visitors to the cemetery parking on the lawn areas which has caused disturbance to the ground, signage discouraging parking has been erected and the Town Hall and Events Manager is investigating a more permanent solution i.e. boulders preventing access.

The Meadows has three bookings for July and August which include the Tavistock Lions Party in the Park, and two funfairs.

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

The Works Depot are well underway with the grass cutting schedule which ensures effective and efficient working throughout the coming months.

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

Partnership working continues with WDBC & Tavistock BID regarding the Safe Re Opening of the High Street project which includes consultation reference the removal of the barriers which were introduced to widen pavements in identified high risk areas. Moving forward partnership working is now focused on the Welcome Back fund of which TTC and Tavistock BID have submitted their proposals.

The Town Council has been contracted by Tavistock BID in relation to the installation and delivery of the town hanging baskets of which the Town Hall and Events Manager has been working closely with the BID Manager to ensure successful and time efficient delivery. The majority of the hanging baskets have now been installed, with the remaining locations due to be completed once the rest of the baskets have been delivered of which Tavistock BID are organising.

The Town Council Officers continue in their correspondence with West Devon reference the removal of the abandoned vehicles outside Plymouth Road Cemetery and Pixon Lane open spaces. West Devon Borough Council have apologised for delay. It is hoped the vehicles will be removed over the next 6-8 weeks.

Unfortunately, the anti social behaviour in the Meadows reported on in previous reports continues to be a significant issue for the Council and local community. The Town Council are working with West Devon Borough Council and the Devon & Cornwall Police reference re introducing the PCSO.

Regarding Goose Fair 2021, a stakeholder operational meeting is scheduled for the end of May of which the Town Hall and Events Manager will report on in due course.

REBECCA ROWE
TOWN HALL AND EVENTS MANAGER
MAY 2021