

**TAVISTOCK TOWN COUNCIL
TOWN HALL & EVENTS AND WORKS MANAGEMENT REPORT
7th JANUARY 2022**

1. Works Department

One of the primary focuses when returning from the festive break week commencing 3rd January will be for the Works Department to take down the Trees of Light as well as the town's Christmas lights. Part of this work includes a full audit of the lights and fixings in order to identify requirements for Christmas 2022 of which we are already aware there will be a significant need for replacements. Due to the age of some of the lights as well as the lights being "on" for longer their life expectancy is less and in the last couple of years we have noticed considerable more repairs being required throughout the switch on period. A wash up meeting is scheduled between Tavistock BID, JT Greaves and the Town Council in January of which the Works Manager will report back to Council in due course. The Town Council would like to thank JT Greaves Electricians for their support with the Christmas lights.

TTC supported the 2021 Tavistock BID Christmas Light Switch On and Dickensian Evening by stewarding both events as well as assisting with the planning and preparation.

The external works to the failing chimney (repointing and lead flashing works) on 15 Duke Street has been outsourced to a specialised contractor with a confirmed start date of week commencing 31st January 2022. The work which is expected to take two -three days and will require scaffolding which will be communicated to the tenants and Tavistock BID.

Due to ongoing issues of damp in one of the Market Road properties, work to install wall ventilation electric fans has been outsourced to an external contractor of which we are awaiting a start date.

Unfortunately, due to water ingress to Cemetery lodge and the Cemetery Office, the building has suffered significant water ingress and requires urgent attention over the coming weeks to include repointing and lead flashing works as well as internal redecoration. The Town Hall still has ongoing water ingress concerns of which the General Manager is currently investigating.

The canal bank replanting scheme started in December with considerable progress made. Currently we are allowing for a period of ground settlement before we start the next stage preparing for the replanting.

Bannawell Play Park continues to flood when we received significant rainfall, there is ongoing correspondence with Devon County Council in order to get this rectified.

The Works Department have continued with the annual hedge maintenance schedule which includes pruning of the hedges in the Meadows, Skate Park, and the Works Depot as well as responding public concerns relating to boundary hedges i.e. Bishopsmead Play Park.

Looking ahead, the Works Department will focus on Whitchurch Down gorse and bridal path management, property maintenance jobs to Drake Road, the Town Hall and Cemetery Lodge.

The Works Manager is currently working on preparations for the Queens Platinum Jubilee which include a light ceremony of the beacon on Whitchurch Down as well as the planting of seven trees, each representing tens years of Her Majesty's reign. The Town Hall & Events Manager has approached other organisations and groups in the town to see what plans they might have in place and to see if there is scope for collaboration.

Planning for Goose Fair 2022 is underway with a stakeholder meeting due to be scheduled for February.

1. Town Hall

December bookings went well, with both hirers and guests of the Town Hall respecting the new COVID safety measures. Whilst January is fairly quiet in terms of bookings, we look forward to welcoming back our five weekly regular hirers after the festive break and will be preparing for events such as the paranormal activity group, the Scottish dace evening and various gala dinners and wedding receptions.

Due to the ongoing concerns pertaining to staffing we will not be taking any further bookings throughout January to March.

Over the past couple of weeks, we have take three further bookings for December 2022, which include a sales fair and evening party as well as a wedding reception for October. We have received two cancellations for bookings scheduled over the summer, due to health concerns as well as logistics.

The General Manager is sourcing 3 quotes for the replacement (on a like for like basis) of the Town Hall external doors.

Redecoration works to the Town Hall office, and other toilet facilities is scheduled for the first quarter of 2022, once the roof repairs has been completed.

An external audit of the bar stock has been scheduled for March. Current cost of OOD stock is valued at £140.54.

Butchers' Hall

The annual Butchers' Hall Christmas Markets went well and whilst we did receive some cancellations due to COVID, the financial impact was minimal.

Looking ahead to 2022, dates for the monthly Tavistock Arts Markets and TTC In-House Themed Markets have been released. The Town Hall Manager is currently organising the bookings for the year and is pleased to report we have received applications from both existing traders as well as new.

Butchers' Hall is hosting the first Farmers Market in January due to the adverse weather conditions forecasted, and will re open for the regular monthly arts market on Saturday 5th February.

The team will use the time in January to deep clean the venue and undertake maintenance tasks.

**REBECCA ROWE
TOWN HALL, EVENTS AND WORKS MANAGER
JANUARY 2022**