

**TAVISTOCK TOWN COUNCIL  
TOWN HALL AND EVENTS MANAGEMENT REPORT  
3<sup>rd</sup> November 2020**

1. Town Hall

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

Following careful consideration, a decision was made in August for the Town Hall to remain closed until the end of the calendar year due to the negative impact of the ongoing COVID19 crisis. It has now been agreed and acknowledged by Council that the Town Hall will remain closed until at least the end of the financial year (March 2021). All hirers who have a booking scheduled during this period will be contacted to advise accordingly and discuss postponement or cancellation & refund of their respective booking.

The Town Hall continues to receive interest from new potential hirers for future bookings in 2021 and thereafter of which we have secured new bookings. All new bookings fall under the wedding ceremony / reception category.

The Market and Events staffing resource remains primarily focused on supporting the market activities in the Pannier Market, Butchers' Hall and Bedford Square with flexibility to provide support to the Works Department when needed as well as maintain the Town Hall.

The Town Hall lift has been installed with arrangements made for the emergency call to go direct to the TTC On Call service in the event of an emergency (lift failure whilst passengers inside).

The localised water leaks to the Town Hall roof above the Mayors Parlor and office have caused damage to the electrics in the office which has been made safe. Repair work scheduled following completion of the roof repairs.

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.

Following the annual inspection, it was identified by the external contractor that the Town Hall boiler is not in working order (turned off during lockdown). Arrangements have been obtained for a specialist contractor (due to age and spec of the boilers) to visit site and advise on the required repairs. Investigations are in hand to identify whether the cause of failure might be linked to unrelated works in the vicinity.

As in previous years, the Town Hall will be lit up purple on November 19<sup>th</sup> in order to support the Pancreatic Cancer Awareness campaign.

2. Butchers' Hall

Butchers' Hall has successfully hosted a variety of in house and external events since re opening in August in line with the new public health measures, one of which being a new hirer to Tavistock (West country Potters Association) who showcased a pottery exhibition in October.

Whilst Butchers' Hall welcomes back many regular traders as part of the in house markets that are organised by the Town Hall and Events Manager, October also sees the return of the annual

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Drawn to the Valley Art Exhibition followed by the Cards for Good Causes Pop Up Shop which we are pleased to announce returns for its second year in November.

The Butchers' Hall Christmas Markets which have proved successfully over the last two years in terms of trader interest and customer feedback launch on Friday 4<sup>th</sup> December with a late night opening until 7pm. Additional dates were added to the schedule to meet with exhibitor demand with only a few spaces left to occupy.

Butchers' Hall is booked each week from October until the end of the calendar year with the following bookings which will generate an income of approximately £16,000.

- Monday Evenings – Wheelhouse Folk Choir (term time only)
- Sunday 26<sup>th</sup> – Sunday 1<sup>st</sup> November – Drawn to the Valley Annual Art Exhibition
- Monday 2<sup>nd</sup> November – Wednesday 16<sup>th</sup> December – Cards for Good Causes Christmas Pop Up Shop (on selected dates and within the in the house markets)
- Thursday 5<sup>th</sup> November – Friday 6<sup>th</sup> November – Butchers' Hall Artisan Market
- Saturday 7<sup>th</sup> November – Tavistock Arts Market
- Sunday 8<sup>th</sup> November – Miss Ivy Events Doggy Christmas Market
- Friday 20<sup>th</sup> November – Butchers' Hall Artisan Market
- Saturday 21<sup>st</sup> November – Miss Ivy Events Market
- Sunday 22<sup>nd</sup> November – Miss Ivy Events Festive Market
- Friday 27<sup>th</sup> - Vintage Fair (set up)
- Saturday 28<sup>th</sup> November - Vintage Fair
- Friday 4<sup>th</sup> December – Butchers' Hall Christmas Market (late night opening until 7pm)
- Saturday 5<sup>th</sup> December – Tavistock Arts Market
- Sunday 6<sup>th</sup> December – Butchers' Hall Christmas Market
- Thursday 10<sup>th</sup> – Saturday 12<sup>th</sup> December – Butchers' Hall Christmas Market
- Sunday 13<sup>th</sup> December – Miss Ivy Christmas Market
- Thursday 17<sup>th</sup> – Wednesday 23<sup>rd</sup> December – butchers' Hall Christmas Markets.

The Antiques and Collectables Market Which Butchers' Hall hosted on a Tuesday following relocation from the Pannier Market has moved back to the Pannier Market from 3rd November. Please see the Market Reeves Managers report for further information.

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

Butchers' Hall continues to receive interest from new potential hirers for future bookings in 2021 and thereafter, the majority of which fall under the wedding ceremonies (which the venue is not currently licenced for) and receptions.

Talks are underway with a regular hirer of Butchers' Hall in regards to the possibility of hiring Butchers' Hall on a monthly basis during 2021 as well as with Butchers' Hall traders to build a schedule of the TTC in house markets organised by the Town Hall and Events Manager.

Butchers' Hall continues to suffer from water ingress which has a negative impact on the bookings organised and TTC's reputation. Please see the General managers report.

Bedford Square arrangements/bookings have been returned to the Market Reeve to organise due to the Town Hall and Events Managers' capacity.

### 3. Staffing

The Market and Events Department successfully appointed a new Market and Events Assistant in October following the resignation reported on in September. The Market and Events Department is now fully staffed based on current commercial activity.

Appraisals are due for both departments of which the Town Hall and Events Manager will organise.

### 4. Works Department

The scheduled installation of the town's Christmas Lights started earlier this year in order to ensure Tavistock is lit up for the festive period. Completion is anticipated for early November with the lights being turned on, on a date mutually agreed between TTC & Tavistock BID, there will be no official ceremony.

The Town Hall and Events Manager has been working with Tavistock Lions regarding the Trees of Light, similar to the town's Christmas lights there will be no official ceremony this year however it is anticipated the trees will be erected and lit by 27<sup>th</sup> November. TTC has organised the collection and delivery of the Tavistock BID and sensory garden Christmas trees.

Quotes have been obtained for the replacement street light in the meadows which was damaged and the work is to be commissioned. Unfortunately, the replacement will not be on a like for like basis due to the previous lamp design being no longer available.

Unfortunately acts of vandalism continue in the meadows with most recent offences being damage to play park equipment and to the Sensory Garden.

Various items of equipment and machinery (blowers, cherry picker) have undergone services and repair work to ensure they are fully operational for the season ahead.

A review of the outside areas is planned to establish what open spaces require a final cut before the winter season. Once grass cutting is completed the Works Department will focus on tasks such as tree work and hedge maintenance.

Arrangements have been made for the Works Department to have access to an internal email address from the new works station/ office in the Works Depot. It is hoped this will support efficient communication alongside the current mediums of communication used.

The up lights on the Sir Francis Drake statue require repair work of which the parts are on order. In line with the Town Hall, Drake's Statue will be lit up purple once again this year in support of the Pancreatic Cancer Awareness campaign on Thursday 19<sup>th</sup> November.

It is anticipated the Works Department will not be required to provide as much support to the Market & Events Department now that all current essential positions within that area of activity have been filled. The Works Department will continue to assist with the erection of marquees on Bedford Square in respect of the Farmers Market bookings (Second, fourth and fifth Saturday of the month) and the Market and Events team will remain available to assist with the Works Department as and when required. Savings continue to be made by not appointing the two vacant Duty Officer posts as agreed by Council.

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The cemetery continues to receive regular interments, more than in previous years for the time of year however to the best of our knowledge no deaths have been COVID19.

An external contactor was commissioned in September to remove a large tree in Plymouth Road Cemetery due to it being unsafe. A further tree in the entrance of the cemetery has been identified as requiring urgent work.

The yew trees lining the central walkaway have been rebounded however further research is required on how to maintain these trees going forward due to the size they have become.

The Whitchurch Down Consultative Group met recently for the twice yearly scheduled meeting. Please see Town Hall and Events Managers separate report.

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

**REBECCA HADFIELD  
TOWN HALL AND EVENTS MANAGER  
OCTOBER 2020**