

**TAVISTOCK TOWN COUNCIL  
TOWN HALL AND EVENTS MANAGEMENT REPORT  
1<sup>st</sup> OCTOBER 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 Town Hall and Events Officers.

In line with the easing of Government restrictions pertaining to COVID19 and the national lockdown, the Town Hall re opened in August on a reduced venue capacity honouring the bookings already made however not accepting any new ones due to current staff resource. The Town Hall team have successfully delivered 38 functions ranging from weekly community classes to sales fayres, a wedding and the Civic Ball, receiving excellent feedback from the respective hirers.

The Town Hall has two new weekly community fitness classes respectively on a Thursday and Friday morning to add to our portfolio of six a week, with interest received for a further one whereby discussions are ongoing.

As part of our commitment to public health and the wellbeing of our staff and community, the Town Hall bar facility has been reviewed and amended to reflect the ongoing concerns regarding COVID19. Where deemed appropriate, drinks table service is provided, and the portable bar is opened in the main hall to alleviate queuing pressure on the main bar and provide sufficient room for social distancing.

Looking ahead to the end of the calendar year, we have 75 bookings scheduled, generating an expected income of approx. £8k (excludes anticipated bar sales). We have received one cancellation during this period due to our current venue capacity.

Staff successfully completed the First Aid at Work and Chapter 8 training & a review is currently underway for further training needs over the next 12 months.

Repair work to the roof which has localised water leaks above the Mayors Parlor, Office and North entrance have been rescheduled for completion by the last quarter of 2021, works will include redecoration to these areas once repairs have been made.

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

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 recently were able to insert access panels to two downpipes which due to their location are notoriously difficult to clear causing excess water run off on the masonry.

Redecoration works to the entrance / reception area and disabled toilet have been completed. With the Town Hall office, and other toilet facilities scheduled for redecoration works in the first quarter of 2022.

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

Butchers' Hall continues to attract footfall and interest from perspective hirers, with three art exhibitions from valued returning hirers booked for 2022. The two-day key Worker Art Exhibition in August was a resounding success, with the Town Councils very own portrait near ready for completion.

In regard to the ongoing water ingress issues, the principal contractor is currently on site undertaking the necessary repair work which is scheduled to be completed later than anticipated, revised date by the end of October.

Despite the cancellation of the annual Goose Fair event, the artisan market in Butchers' Hall will still be held, with the opening hours reduced to 9am-4pm from 9am-4pm.

Promotion for the annual Butchers 'Hall Christmas Markets is currently being designed with nearly all of the ten dates throughout December fully booked.

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

The cemetery continues to receive regular interments, with on average four a month however to the best of our knowledge, to date no deaths have been COVID19 related. The Green Burial Meadow received its annual scythe in August with further work completed by the Works Depot to clear the ferns and sections of the brambles (as agreed as part of the maintenance plan).

The Tavistock Lions summer bunting was removed with assistance from the Lions in September. Feedback suggests there is a desire for the bunting to stay up longer over the summer period.

The Tavistock BID Hanging baskets are scheduled to be taken down week commencing 4<sup>th</sup> October. A meeting was held with the BID Manager to discuss arrangements in respect of the forthcoming Christmas itinerary. The Town Council have been approached to assist with the installation of the town's Christmas lights which this year will include a new section on Plymouth Road as well as quote for the stewarding at Dickensian Evening on Friday 3<sup>rd</sup> December.

Tavistock BID have hired the Guildhall Car Park on Saturday 16<sup>th</sup> October as part of their Goosey Gander event and on Saturday 20<sup>th</sup> November for the annual Christmas Light Switch on.

The Town Hall & Events Manager held a meeting with Tavistock Lions to discuss arrangements for the Trees of Light for which the Town Council has been asked to assist with again this year. It is anticipated the Works Depot will take receipt of the trees week

commencing 15<sup>th</sup> November with the official Trees of Light switch on scheduled for Friday 26<sup>th</sup> November.

Tavistock Lions annual firework display will be held at the football club ground this year, not the Meadows as in previous year. The Town Council would like to thank the Lions for holding their prestigious community event in the meadows over the years and wish them all the very best for their new location.

The external works to the failing chimney on 15 Duke Street has been outsourced to a specialised contactor with an anticipated start date to be confirmed in October.

The Britain in Bloom awards ceremony is scheduled for week commencing 4<sup>th</sup> October, it is hoped by the next Managers Report, the Town Hall & Events Manager will have some good news to report on.

The Support Officer to the General Manager is leaving the Town Council to relocate to pastures new. On behalf of the Works Department the Town Hall & Events Manager would like to thank the valued member of staff for all of their hard work and support over the years and wish them well in their future endeavours.

### **Goose Fair**

Please see separate report by the Town Hall & Events Manager to the Budget and Policy Committee.

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