

**Town Hall and Butchers' Hall Report**  
October 2019

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**General Update:**

Prices and options are being considered regarding the repair/replacement of the Town Hall main doors due to their condition.

The Town Hall lift has been repaired following a two week period where it was out of action. Further work to replace the door operator drive belt has been commissioned due to its current condition. Prices are being sought for a replacement lift taking into account the age and frequency of response repairs.

Over the Christmas period it is planned to redecorate the Town Hall bar and re-cover the seating.

The localised water leak in Butchers' Hall has been investigated by the architect and repaired by the principal contractor.

The Town Hall and Butchers' Hall is scheduled for PAT testing on 28<sup>th</sup> October.

**Licensing/training:**

The DPS is in consultation with WDBC licensing to consolidate and standardise our separate licence arrangements, including adding Guildhall car-park, Pannier Market perimeter and Pannier Market, and extending the operating times in Butchers Hall. This is part of the wider strategy to look at operations in a wider context around the principles of the 'market complex'.

Staff who undertook the training have successfully passed the Chapter 8 qualification.

A Markets and Events Assistant has been appointed in post week commencing 14<sup>th</sup> October on a fixed term contract. We look forward to welcoming this new staff member to the TTC team.

The Town Hall Bar Stock Audit is scheduled for 23<sup>rd</sup> October.  
No licensing issues have been reported during this period.

**Processes:**

Year three of the Butchers' Hall Market Development Strategy is currently being delivered, recognising that actions need to be aligned with the new operating structure of the markets and events complex. To date targets and expectations are being achieved around Greater Dartmoor LEAF and HLF expectations.

**Town Hall Events:**

Following the success of the Pretty & Punk Wedding Fair in the Town Hall, Butchers' Hall and on Bedford Square this month, we have been approached to host their second event next year.

The Town Hall has taken seven confirmed bookings since the beginning of September including a wake, carol service, and four gala dinners, two of which are scheduled for 2020. Two provisional bookings have been placed for next year; a wedding ceremony and reception as well as the return of Junior Life Skills.

Five Town Hall bookings have been cancelled, three of which are for 2020 with the majority due to issues the hirers have with low attendance and resources. One cancellation is due to the hirer choosing an alternative venue.

Looking ahead, in the Town Hall we have the following:

October Bookings

Spirit Explorers (19<sup>th</sup>) and Tavistock Musical Theatre Company (20<sup>th</sup> - 27<sup>th</sup>) in addition to our regular weekly (Line Dancing, Vocal Harem & Folk Club) and monthly (Tavy District U3A) bookings as private functions.

November Bookings

Diverse Events UK (9<sup>th</sup>), Into the Dark (9<sup>th</sup>), Tavistock Parish Church Bizarre (15<sup>th</sup> - 16<sup>th</sup>), Tavonians (22<sup>nd</sup>), Tavistock Athletics Club (29<sup>th</sup>), Vintage and Textile Fair (30<sup>th</sup>) in addition to our regular weekly (Line Dancing, Vocal Harem & Folk Club) and monthly (Tavy District U3A) bookings as private functions.

On November 21<sup>st</sup> the Town Hall will once again be lit up in purple to support the charity Pancreatic Cancer Action on World Pancreatic Cancer Day.

**Butchers Hall Themed Markets & Events:**

Following the success of the Street Food Festivals on Bedford Square, Butchers' Hall has been approached to host said festivals over the winter period. Butchers' Hall was hired as part of the last Street Food Festival in September.

Looking ahead in Butchers' Hall we have the following:

October Bookings

Go gothic Festival (19<sup>th</sup>), Antiques and Collectables Fair (20<sup>th</sup>), Tavistock BID Halloween Workshop (25<sup>th</sup>), Vintage & Salvage Fair (26<sup>th</sup>),

November Bookings

Tavistock Arts Market (2<sup>nd</sup>), Miss Ivy Events doggy Christmas Festival (3<sup>rd</sup>), Tavistock BID (9<sup>th</sup>), Miss Ivy Events Artisan Festive Food & Craft Market (16<sup>th</sup>), Antiques & Collectables Fair (17<sup>th</sup>), Tamar Energy Community Fair (23<sup>rd</sup>), Tavistock BID Lantern Making Workshop (30<sup>th</sup>)

## **AGENDA ITEM 8iii**

Butchers' Hall has been booked for 32 dates from October 30<sup>th</sup> to December 13<sup>th</sup> (excluding weekends) as a pop up Charity Christmas Card Shop.

Butchers' Hall was open on 22<sup>nd</sup> September along with the Pannier Market to support the National Heritage Open Day initiative.

The Town Hall & Events Manager was invited as a guest speaker to Tavistock College in September along with the Town Mayor Councillor Anne Johnson to provide a talk on Goose Fair. The presentation was given to sixth form students to support their travel and tourism course.

We would like to thank all stakeholders in relation to Goose Fair, as a whole the event went well with the exception of one incident (police matter) late on Wednesday evening. The wash up meeting is scheduled for November.

**REBECCA HADFIELD  
TOWN HALL AND EVENTS MANAGER  
OCTOBER 2019**