

Town Hall Manager's Report (July 2017)

1. Bookings:

New Bookings: In general, bookings are still coming in as the Town Hall remains to be a reasonable and obliging events venue, within the Town.
Since the last report, a total of **12** bookings have been confirmed.

Town Hall Event Breakdown: (8th June 2017 – 12th July 2017)

- Civic (i.e. Council Events) = 0
- Community (i.e. Dance Classes, sports etc) = 26
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 20

2. Events:

Wedding Showcase: We have decided to organise a wedding showcase in the hall on Thursday 17th August 2017 between 4pm – 8pm. This will allow future brides and grooms the opportunity to see the hall set up like it would be for their wedding day. Our local recommended suppliers will also be in attendance to assist with décor and other supplies for the showcase. The Town Hall bar will also be open should guests wish to purchase a drink.

3. General Update:

Bar Audit Report: Another good report was produced by our internal auditor for the period of April 2017 – June 2017. It revealed the Town Hall Bar had seen takings for the exact same 6 months trading this year compared to last year showed an overall increase of £8.39 per day which represents an overall increase in revenue of £1468.25 for this calendar year.

Pannier Market Cover: In the absence of the Market Reeve and Duty Officer, the Town Hall Manager and Duty Officer have been covering the day to day running of the Pannier Market, with no issues to report.

4. Training and Development:

NABMA Council Forum: The Town Hall Manager alongside the Cemetery Administrator and Market Reeve, all attended the NABMA Local Council Forum – on Friday 30 June 2017 in Bridgnorth, Birmingham. Please refer to the Market Reeve's report for additional information.

5. Social Media update:

Facebook: 774 (increase of 13)

Twitter: 972 (increase of 0)

Instagram: 199 (increase of 6)

6. Licensing: No licencing issues have arisen in the last month.

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