

Town Hall and Events Management Report

September 2020

Town Hall

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 pandemic. All hirers who had a booking during this period have been contacted and discussions ensue regarding the postponement or cancellation & refund of their respective booking.

Whilst banner advertisement in the original format will not be available due to impact of staff resource, from September one poster board will be made available for hire based on a Tuesday – Tuesday hire basis at the standard rate of £20 per week.

The Town Hall continues to receive interest from new potential hirers for future bookings in 2021 and thereafter of which we have secured one new wedding reception booking since the last report.

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 continues to provide welfare facilities for the market and events staff and appropriate measures have been taken to ensure their health and wellbeing e.g. hand sanitiser units, appropriate PPE, separate toilet facilities.

The Town Hall lift has been removed by contractors, with the new lift scheduled to be fitted week commencing 21st September. Quotes pending for the repair work to the Town Hall roof and localised leaking above the Mayors Parlor and office.

Localised water leaks occurred during a period of poor weather conditions however the Works Department were able to source the issue pertaining to blocked downpipes and make the necessary repairs.

Butchers' Hall

Butchers' Hall will be open for its first external hire booking in September since March as we welcome a new regular hirer on a Monday evening "Wheelhouse Folk Choir" which is followed by a "Miss Ivy Event" scheduled for Saturday 12th.

The In-house markets have proven to be a success with traders and visitors alike expressing their joy at these popular themed markets re opening. Our existing portfolio of Traders have advised they are pleasantly surprised by visitor spend and engagement which has surpassed their expectations and we are receiving a

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higher number than average of new trader applications wishing to partake in our themed markets and events.

In order to increase Butchers' Hall revenue, the Town Hall & Events Manager has increased the schedule of dates for in house markets and is in talks with a previous hirer regarding their hire of Butchers' Hall for an extended period October to December on specific dates.

The current schedule of Butchers' Hall Markets and Events for September & October are as follows:

Monday Evenings – Wheelhouse Folk Choir (term time only)

Tuesday – Antiques & Collectables Fair

Saturday 12th – Miss Ivy Events Gift Market

Thursday 17th – Saturday 19th – Butchers' Hall in House Artisan Market

Friday 25th – Saturday 26th – Butchers' Hall in House Makers Market

Friday 2nd October – Butchers' Hall in house Artisan Market

Saturday 3rd October – In house Tavistock Arts Market

Sunday 4th October – Pretty and Punk Wedding Fayre

Saturday 10th October – Vintage Fair

Wednesday 14th October – In house Goose Fair Artisan Market

Saturday 24th October – WPA Potters Exhibition

Sunday 25th October – Saturday 31st October – Drawn to the Valley Art Exhibition

Butchers' Hall was offered to the Market Reeve to host the Pannier Market's Antiques Tuesdays including the Butchers' Hall Sunday Antiques and Collectables traders of which has been operational since August. Please see the Market Reeves Managers report for further information.

Prior to being permitted to trade all traders and exhibitors must produce management with an appropriate COVID19 risk assessment and a copy of their public liability insurance (previous Council Policy).

Butchers' Hall continues to receive interest from new potential hirers for future bookings in 2021 and thereafter. Bedford Square continues to receive interest with Thursday to Saturday being the preferred trading days.

Staffing

The Market and Events Department welcomed a temporary new member of staff (MEA) to the team recently therefore the current staff resource is three Market and Event Assistants and One Duty Officer which based on current commercial activity is believed to be an adequate staff resource. One Market and Events Assistant is leaving in September of which recruitment is currently taking place with interviews scheduled for week commencing 7th September.

Works Department

The Town Hall & Events Manager continues to manage both Plymouth Road and Dolvin Road Cemetery whilst supporting the General Manager in the management of the Works Department, arranging weekly team meetings with staff and organising the workload for the Support Officer.

An office has been set up in the Works Depot with the required IT infrastructure including a phone line and Wi-Fi which will enable Management and Officers to work from there. Tavistock Lions have confirmed the annual firework display will not be taking place for 2020 but have requested the support of TTC once again for the Trees of Light of which the Town Hall and Events Manager is arranging a meeting for.

The Works Department continue to water the hanging baskets and maintain outside areas (grass cutting, hedge shaping litter etc.) and manage property repairs (Duke Street). Following further damage to the original iron gates at the Works Depot, a replacement has been sourced and fitted and work to clear the downpipes and gutters in and around the market complex has been completed.

The Wildflower Meadow (green section) in Plymouth Road Cemetery has been scythed by volunteers and one TTC member of staff as part of the maintenance plan.

There have been ongoing acts of vandalism to the bandstand and other areas within the Meadows which Officers have reported to the police and continue to monitor. All sites have been inspected and a schedule of repairs have been identified with the play equipment in the Bannawell park being removed due to it being beyond economical repair.

Whitchurch Down has been the location for regular fly tipping of which we are removing and repairs are being undertaken in regards to the water trough at the Pimple following reports of a leak. The trees lining Pixon Lane have been lifted and the hedge there as well as on Plymouth Road has been cut.

The stone work which forms part of the Sir Francis Drake memorial has been professionally cleaned.

The Works Department continue to work over a six-day period.

REBECCA HADFIELD
TOWN HALL AND EVENTS MANAGER
SEPTEMBER 2020