

## Town Hall Manager's Report (May 2018)

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### **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 **14** bookings have been confirmed.

**Town Hall Event Breakdown:** (14<sup>th</sup> March 2018 – 3<sup>rd</sup> May 2018)

- Civic (i.e. Council Events) = 2
- Community (i.e. Dance Classes, sports etc) = 31
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 18

### **2. Events:**

**In-House Events: 40's night** – We are in partnership with the Western Union Jive club as we look to organise another 1940's night on Saturday 30<sup>th</sup> June. This will include a two course meal and a live band. **Tickets are now on sale. Dot-tea's are providing the refreshments.**

### **3. General Update:**

**Pannier Market Roofing Works:** Trading in the Town Hall over the last month has been going well, but inconsistent due to a busy month for Town Hall bookings. Traders were unable to have the Town Hall on 9 days throughout April due to prior bookings in the Hall. However, the majority of the traders took this opportunity to trade on Bedford Square where possible.

The last trading day in the Town Hall will be on Friday 11<sup>th</sup> May as we prepare the traders to relocate back in to the Pannier Market.

The Town Hall Manager would like to pass on his thanks to all the traders and staff members for their support and patience throughout this period.

**Training:** The Town Hall Manager has successfully passed his Level 5 Management qualification.

The Town Hall Manager and Duty Officer have also passed the 3-day First Aid at Work training.

### **4. Social Media update:**

Facebook: 831 (increase of 12)

Twitter: 1,074 (increase of 18)

Instagram: 307 (increase of 19)

### **5. Licensing:** No licencing issues have arisen in the last month.

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