

## **Town Hall Manager's Report** (October 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 **21** bookings have been confirmed.

**Town Hall Event Breakdown:** (06<sup>th</sup> September 2018 – 11<sup>th</sup> October 2018)

- Civic (i.e. Council Events) = 1
- Community (i.e. Dance Classes, sports etc) = 15
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 21

### **2. Events:**

**Goose Fair Reception:** We were pleased to host the Goose Fair Reception in the Town Hall again this year. Hosting a range of key stakeholders from the Council staff members and the Police, to name but a few, all of whom played in key role in delivering this year's Goose Fair.

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

**Town Hall Bar Audit:** We have seen yet another great report from the Town Hall Bar Auditor. We have seen sales increase yet again compared to the same period last year, so the overall performance of the bar is improving on each audit.

**Hand Over:** With the Town Hall Manager and Town Hall Duty Officer leaving later this month. A full hand over has been provided to other key officers within the Town Council. All key stakeholders have been informed of this new to ensure a smooth transition between officers.

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

Facebook: 880 (increase of 7)  
Twitter: 1,103 (increase of 10)  
Instagram: 387 (increase of 19)

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

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