

Town Hall and Butchers' Hall Report
August 2019

General Update:

Additional door furniture as been installed to the main doors and north door of the Town Hall to improve security. Prices and options are being considered re: repairing/replacing the doors due to their condition.

The Town Hall and Butchers Hall emergency lighting has been inspected and remedial works actioned and gas safety inspections have been completed within the Town Hall.

The Town Hall north door stair lift has been repaired.

The Town Hall office layout has been reconfigured.

Floor tiles within Butchers Hall have been lifted and re-bedded re: slips, trips and falls assessment.

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

There was a localised water leak during the storms in Butchers Hall which is being investigated by the architect.

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.

Some Markets and Events staff have been booked into first aid training, bar training and Chapter 8 training.

No licensing issues have been reported during this period.

One fixed term markets and events assistant post is currently being advertised. Our thanks is passed on to the current outgoing post holder for all of their efforts during their employment with TTC.

Processes:

The Market Development Strategy for Butchers Hall has been reviewed, including looking at progress against actions for Year 2 delivery. Year 3 delivery is currently

being drafted, recognising that actions need to be aligned with the new operating structure of the markets and events complex.

A review of the schedule of fees and charges for Butchers Hall and Town Hall has been undertaken, including the process around drinks packages, in preparation for the budget setting process for 2020/21.

Cleaning schedules have been implemented for all departments.

After positive discussions with the team, amendments have been implemented regarding the rota process.

Our social media process has been reviewed and a more co-ordinated approach implemented around sharing posts organisationally. Aspects of the markets and events pages of our website are currently being reviewed and updated.

The Antiques and Collectables Fair (previous Flea Market) has been rebranded and flyers and banners produced promoting future fairs. This follows on from recent promotion improvements made to the in-house Art Market.

Town Hall Events:

A preview performance happened in August of Estah's Story from the Cornish Mining World Heritage which involved a group of actor's abseiling down the front of the Town Hall

From end July additional bookings secured include: West Devon Scouts (5th Sept), first aid course (7th Oct), paranormal booking (19th Oct), Tracy Higgs medium (6th March and 16th June 20), Baby and toddler sale (7th March 20), Tavy RNLi ball (9th May 20) and Plymouth and Cornwall Cancer Fund Fashion Show (13th May 20).

In September there is U3A (4th Sept), LDN Wrestling (6th Sept), Aromaware event (7th Sept), wedding (21st Sept), Tavistock Swimming Club Presentation (27th Sept), wedding (28th Sept) and civic service reception (29th Sept).

Butchers Hall Themed Markets & Events:

Butchers' Hall hosted the Drawn to the Valley art exhibition at the end of July following its move from the Town Hall, receiving extremely positive feedback from the hirers.

From end July additional confirmed bookings include: Learn Devon (5th and 12th Aug), Vintage Fair (26th Oct), Canine Events Doggy Fair (11th Nov) and Dartmoor Radio (8th May 2020).

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In Sept there is Tavistock Arts Market (7th Sept), Miss Ivy Artisan Food and craft (14th Sept), Antiques and Collectables Fair (15th Sept) and TTC in-house Autumn Fair (26th-28th Sept).

In August Butchers Hall was booked in 2020 by a repeat hirer for 5 separate bookings.

Butchers Hall will be opened on 22nd Sept to support Heritage Open Days.

Arrangements for Goose Fair are in hand with all services booked in. 6 new local traders have been booked onto Goose Fair. The TTRO has been submitted and the new park and ride site at Gulworthy secured. We would like to pass our thanks onto Ian Harley from Raynet who has been leading on comms for over 30years at the event, who has retired this year.

The events team are planning an in-house food festival for summer of 2020 which will utilise Butchers Hall, the Pannier Market Perimeter, Bedford Square and Guildhall car-park.

Discussions are being held with THT regarding a repeat of the recent Craft Festival in August for 2020 following its reported success.

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