

**AGENDA ITEM No 9(iii)**  
**Town Hall Manager's Report**  
(June 2017)

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**1. Bookings:**

**New Bookings:** In general, booking's 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 **31** bookings have been confirmed.

**Town Hall Event Breakdown:** (8<sup>th</sup> April 2017 – 8<sup>th</sup> June 2017)

- Civic (i.e. Council Events) = 4
- Community (i.e. Dance Classes, sports etc) = 50
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 12

**2. Events:**

**Garden Festival:** The whole event proved to be a great success amongst the traders and public alike. The Town Hall provided the portable bar serving beverages in the Guildhall Car Park. This complemented the entertainment well, where the community could enjoy a cold drink along with live music.

**Civic Ball for Cllr Mandy Ewings:** Another successful Civic Ball was delivered on Friday 28<sup>th</sup> April. With the guests receiving three course meal and live entertainment afterwards.

**Hustings:** On Friday 2<sup>nd</sup> June, the Town Hall hosted a successful Hustings evening on behalf of the Tavistock Times, where 140+ were in attendance and around 3.6K viewers watched the live feed on Facebook.

**3. General Update:**

No updates to report this month.

**4. Training and Development:**

We are currently looking into appropriate course/training for both the General Hand posts in the Town Hall and Pannier Market. This includes course such as First Aid at Work and Fire Risk Awareness.

**5. Social Media update:**

Facebook: 761 (increase of 15)  
Twitter: 972 (increase of 28)  
Instagram: 193 (increase of 19)

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

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