

**TAVISTOCK TOWN COUNCIL
TOWN HALL AND EVENTS MANAGEMENT REPORT
17th November 2021**

1. Town Hall

The Town Hall & Events Manager continues to manage the Works Department with the General Manager whilst managing the Town Hall and Butchers' Hall as well as the Town Hall and Events Officers.

Town Hall bookings since reopening in August have gone well, with hirers and the public welcoming the additional COVID19 safety measures put in place.

Enquiries and bookings are being received for 2022 and 2023, with return hirers securing dates as well as new groups for Gala Dinners and individuals for private functions such as weddings.

New bookings for January have been put on hold due to concerns pertaining to the current staffing levels.

As advised by the General Manager, planned repair work to the roof which has localised water leaks above the Mayors Parlor, Office and North entrance have been rescheduled for letting of the contract in the first quarter of 2022, works will include redecoration to these areas once repairs have been made.

The General Manager is sourcing 3 quotes for the replacement (on a like for like basis) of the Town Hall external doors.

The Works Department continue to inspect and clear the Town Hall gutters and downpipes on a regular basis to ensure clear flow of rainwater and recently were able to insert access panels to two downpipes which due to their location are notoriously difficult to clear causing excess water run off on the masonry.

Redecoration works to the entrance / reception area and disabled toilet have been completed. Redecoration works to the Town Hall office, and other toilet facilities is scheduled for the first quarter of 2022.

The Town Hall will once again support Pancreatic Cancer Awareness Month by lighting up the front windows purple on Thursday 18th November.

Butchers' Hall

Butchers' Hall continues to attract footfall and interest from perspective hirers and exhibitors. The annual Butchers' Hall Artisan Christmas Markets return on Friday 3rd December and run on selected dates throughout December. Due to the demand from exhibitors to attend the Christmas Markets, the Town Hall and Events Manager has

extended the market onto Bedford Square on Sunday 5th December where there will be Christmas Carols from Stannary Brass Band, a selection of festive stalls, and a visit from the Tavistock Lions Father Christmas.

The Butchers' Hall Christmas Markets will be advertised throughout various mediums including the Tavistock Gazette, the Moorlander, the Links publications, social media, and promotional flyers and banners.

Looking ahead to 2022, dates for the monthly Tavistock Arts Markets have been released, with the TTC in-House Markets scheduled, release date pending completion of the accompanying promotional material.

In regard to the ongoing water ingress issues, the principal contractor has completed the necessary repair work, with scaffolding remaining in situ until the New Year as a contingency should there be any further failures.

4. Works Department

The Works Department have installed and tested the towns Christmas Lights in preparation for the official light switch on scheduled for Saturday 20th November. The Town Council have been asked to steward the Christmas Light Switch on Event which takes place on Bedford Square and in the Guildhall Car Park and is organised by Tavistock BID. The schedule of lights includes new motifs for the section of Plymouth Road which is now under Tavistock BID.

In partnership with the Tavistock Lions, the trees of light have been erected on the facade of the Town Hall in preparation for the ceremony which is organised by the Lions Club on Friday 26th November.

The Works Department will be supporting the St Eustachius' Church Tree Festival again this year by transporting the tables needed for the event, we wish them all the best for the iconic event which has formed part of the Tavistock's annual festivities on the run up to Christmas.

The external works to the failing chimney (repointing and lead flashing works) on 15 Duke Street has been outsourced to a specialised contractor with an anticipated start date of January 2022.

Tavistock performed excellently in the South West in Bloom 2021 competition, with gold for the town and Tavistock BID entries being awarded. A discretionary award was given to Tavistock Community Gardeners for outstanding community involvement and the local community groups were celebrated as part of the It's Your Neighbourhood category and were presented with Certificates of Appreciation. Town Twinning for Celle Garden and Tavistock Museum both achieved Level 4 (Thriving); and Westmoor Veterinary Hospital, Tidy Tavi, the Green Burial Meadow and Tavistock Community Sensory Garden, who all achieved Level 5 (outstanding).

Tavistock Town Council would like to thank all of the volunteers who work tirelessly throughout the year on the community projects which help make the town not only aesthetically pleasing to locals and visitors but also supports the town's biodiversity climate change initiatives.

In working partnership with Devon & Cornwall Police and Tavistock Country Primary School, Year 5 students will be doing a litter pick in the Meadows in November as part of a Mini Police Community Activity. The Town Hall and Events Manager hopes this will lead to further community projects in the future.

The canal bank replanting scheme preparation works is anticipated to start in December.

The position of Community Compliance Officer is currently being advertised with a closing date for applications scheduled for early December.

**REBECCA ROWE
TOWN HALL AND EVENTS MANAGER
NOVEMBER 2021**