

Town Hall Manager's Report (August 2017)

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 **17** bookings have been confirmed.

Town Hall Event Breakdown: (12th July 2017 – 26th August 2017)

- Civic (i.e. Council Events) = 0
- Community (i.e. Dance Classes, sports etc) = 22
- Commercial (i.e. Weddings, Sales Fayres, Balls, Ceremonies etc) = 29

September this year is again proving to be very busy for us, with only three days where there aren't any events taking place in the hall.

2. Events:

Wedding Showcase: We organised a wedding showcase in the Hall on Thursday 17th August 2017 between 4pm – 8pm. **UPDATE: This proved to be very successful with 50+ guests coming in to have a look around the hall. We have managed to take confirmed bookings from this and some further enquiries received. We will aim to deliver another showcase in January.**

3. General Update:

Town Hall Parking Bay: We have introduced a new bollard for the Town Hall bay located in the Guildhall Car Park. This will indicate that the space is reserved for Town Hall users only.

General Property Cleaning: We have upgraded a few items of our cleaning equipment within the Town Hall. These include a new vacuum and floor cleaner for the main hall floor. This should help with overall quality in terms cleanliness, performance and efficiency.

Town Hall Carpet: After the installation of the new carpet on the first flight of stairs to the main entrance. We have now arranged for the second flight of stairs and landing to be replaced. Works are to be carried out on Wednesday 13th September.

Pannier Market Trader Consultation: The Market Reeve and Town Hall Manager have been carrying out a consultation with the Market day-traders with regards to decanting into the Town Hall. This will happen through out January, February, March and into April when the Market roof works are taking place. So far, these talks have been positive.

4. Training and Development:

Manual Handling – Thursday 7th September: One of our General Hands will be attending this.

Working at Heights – Thursday 14th September: Our General Hand and Duty Officer will be in attendance.

5. Social Media update:

Facebook: 781 (increase of 7)

Twitter: 974 (increase of 2)

Instagram: 218 (increase of 19)

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

Prepared by;

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