

## **TH&F 9 SEPTEMBER 2020 AGENDA ITEM 6: REPORT No. 2, TOWN HALL RE-OPENING**

### **1. Working Group Progress**

#### **1.1 Documentation**

Documentation that has been prepared over the past few months to support the Town Hall re-opening have been restructured into multiple volumes as follows:

##### General documents

- General Guidelines
- Risk Assessment template

##### Activity Specific Guides

- Bar Operation
- Cinema
- Café

##### Room Specific Guides

- Tourist Information Centre
- John Bowen Gallery
- The Old School Room
- Assembly Room
- Wesleyan Room
- Malting Hall
- Hobbes

The purpose of this partitioning is to reduce the volume of material presented to event organisers as they prepare to return to the Town Hall. The General Guidelines and Bar Operation guidelines are provided with this report for committee review.

#### **1.2 Town Hall Cinema**

First two screenings took place on Monday 7 September, with review comments returned to the working group. There were no significant issues that might jeopardise further screenings and minor corrective actions arising are in hand.

The most significant concern (and one that relates to the general use of the Assembly Room) is the poor ventilation and the inadequate performance of the 'ancient' fan.

#### **1.3 Bar Operation**

A document recording guidelines for Bar Operation in the Town Hall has been completed in draft form and has been distributed to the committee for review. The guidelines describe different options for taking and delivering orders to cover different event and seating types.

A free App called 'Round' has been identified that would facilitate remote ordering and payment (i.e. without the need to visit the bar). Up-front costs are zero, but in use, the app will levy a 3% charge on any transaction.

#### **1.4 Bar Business Case**

Under preparation

#### **1.5 Re-establishment of user groups**

Town Hall staff are engaging with several user groups who are interested in returning to the Town Hall and are assisting them with their COVID-19 preparation. Our first wedding ceremony has already been held and further activities are expected to return over the next few weeks.

#### **1.6 Refurbished Town Hall Photos**

Some initial 'virtual tour' pictures have been taken of the refurbished Town Hall interiors and these are now being processed for posting on the MTC website. Further pictures are likely to be required to effectively 'sell' the facilities on offer.

### **1.7 Publicity for growth of Town Hall use**

The gradual opening-up of the Town Hall is a positive story that would be worth sharing with the local community. The working group would welcome suggestions from the committee of how this may be best achieved (Social media, newsletter etc.?)

### **2. Proposal**

- A. That the committee approve the continued activity of the Town Hall Working Group, with the objective of further increasing event activity and income.
- B. That the committee approve further evaluation of the 'Round' app to support bar operation, with the decision to proceed with its use delegated to the Working Group.
- C. That the committee approve a survey of the Assembly Room to provide ventilation system options.

Steve D'Arcy

8 September 2020