



NEIL HITCH
Town Clerk

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*The Town Hall
Heath Road
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9 February 2010

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on **Monday 15 February 2010 in the Council Chamber, Town Hall, Petersfield, commencing at 6.30 p.m.**

Yours sincerely,

Neil R Hitch
Town Clerk

N.B. ANY MEMBERS WHO ARE UNABLE TO COME TO THE TOWN COUNCIL OFFICE TO READ CORRESPONDENCE MAY, UPON REQUEST TO THE TOWN CLERK, HAVE RELEVANT PAPERWORK COPIED AND SENT.

AGENDA

1. Chairman's comments.
2. To receive apologies for absence.
3. To receive and record Declarations of Interests
4. To approve the minutes of the Public Halls Committee meeting held on 18 January 2010 (previously distributed).
5. Public Representation - Councillors to receive representation (including items on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
6. To receive the Festival Hall Manager's report.
7. Town/Festival Hall:
 - a. To receive and consider options for replacement letters/sign at front and back of Town/Festival Hall.
 - b. To receive and consider upgrade of Intruder Alarm System.
 - c. To receive an update on the provision of a stage lift
 - d. To receive and consider a request from the organisers of the Save The Children Clothes Sale for free use of the Green Room during their hire.
8. To receive an updated report on projects for 2009/2010.



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9. To receive and consider outline terms for a lease to the vacant office in the Town Hall Chambers and approve initial proposed alterations by the potential lessor.
10. To receive and consider an offer in relation to dilapidations for Suite 3, Festival Hall Offices.

~ End ~