



NEIL HITCH
Town Clerk

Tel. (01730) 264182

Fax. (01730) 231164

e-mail Deputy@petersfield-tc.gov.uk
www.petersfield-tc.gov.uk

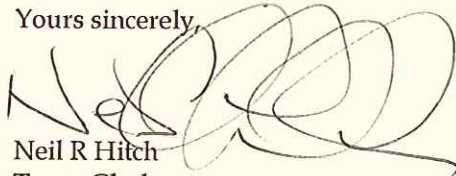
*The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA*

13 January 2012

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 16 January 2012 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 and record apologies for absence.
3. To receive and record Declarations of Interests
4. To approve the minutes of the Public Halls Committee meeting held on 21 November 2011 (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. To receive a monthly utility report from Auditel summarising and comparing utility usage at the Town and Festival Hall.
8. To give consideration to the replacement of emergency lights at Love Lane Pavilion (existing lights were fitted in 1999 and Inspection company are recommending that all units are replaced) in the sum of £1020 following a recent inspection.
9. To review the Public Halls Policy Document.

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10. To review the rent for the lease of the Town Hall Chamber offices.

~ end ~

