



NEIL HITCH  
Town Clerk

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The Town Hall  
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16 June 2009

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 22 June 2009, 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 May 2009 (previously distributed).  
  
To suspend Standing Orders for 5 minutes (if appropriate) for councillors to discuss topics (which do not appear on the agenda) with members of the public.
5. To receive the Festival Hall Manager's report.
6. Sheet Village Hall - to receive correspondence from Rev'd Rob Dewing regarding the use of Sheet Village Hall toilet facility for Church events.
7. Cancellation Policy - to consider the current policy and to discuss events that are cancelled the day before the hire (currently 50% of the hire charge is payable).
8. To receive correspondence from Petersfield Twinning Association seeking assistance with the cost of the Avenue Pavilion for an event held 21 May 2009.
9. Town/Festival Hall:
  - a. To receive for information the existing plans for the replacement kitchen extension at Festival Hall
  - b. To receive update regarding the replacement windows and consider cost implications.

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