

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*

15 September 2009

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 21 September 2009, in the Council Chamber, Town Hall, Petersfield, commencing at 6.30 p.m.

Yours sincerely,

A handwritten signature in purple ink, appearing to read 'Neil R Hitch'.

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.**

#### A G E N D A

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 20 July 2009 (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 and note for information plans for the kitchen extension re-build.
8. To receive a request from a hirer employed by Hampshire County Council that the deposit for hire of The Avenue Pavilion be waived.
9. To consider a policy allowing 4 uses of Town Council facilities by the Town Mayor plus the use of Festival Hall on one occasion (as now) free of charge.
10. Annual Review of Public Halls Policy document.



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11. Town Hall Chambers - to give consideration and approve the terms of a new lease for Perkins Slade .
12. Festival Hall Offices, Suite One:
  - a. to give consideration to a rent review for Suite One
  - b. to approve a Deed of Variation for Suite One.

~ End ~