

NEIL HITCH  
Town Clerk

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## **A TOUR OF THE FESTIVAL HALL WILL TAKE PLACE PRIOR TO THE MEETING AT 5.45 PM**

12 July 2011

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 18 July 2011 in the Council Chamber, Town Hall, Petersfield, commencing at 6.30 p.m.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil R Hitch', written over a circular scribble.

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 23 May 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 receive and consider a quotation for a new fire door at the Festival Hall as required following the recent fire risk assessment. There is no budget allocation for this work required in the sum of £680.
9. To receive and consider quotations for the decoration of the Town/Festival Hall.
10. To receive and consider quotations for the provision of fire resisting glass to the kitchen and changing room window at Sheet Village Hall to protect the integrity of the escape route from the rear fire exit of the building (if received by the date of this meeting).

~ End ~