

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 21st March 2011 at 6.30 p.m.

PRESENT: Cllr G Watkinson (Chairman), Cllr P Aiston, Cllr V Clarke,
Cllr K Hick, Cllr P Molloy and Cllr Ms M Vincent.

Also in attendance: Mr N Hitch (Town Clerk), Mrs S McMorran (Deputy Town Clerk)
Mr J Tucker (Festival Hall Manager) and two members of the public.

PH 0642 CHAIRMAN'S COMMENTS

The Chairman advised that vandalism had taken place at the Town/Festival Hall over the weekend with graffiti and an attempted break in to the Festival Hall office suite. Vandalism had also taken place over the weekend at the Heath and also the Skate Park.

Finally the Chairman advised that the roof survey of the Town/Festival Hall had been ordered but a date had not yet been advised.

PH 0643 APOLOGIES FOR ABSENCE

All members being present there were no apologies for absence.

PH 0644 DECLARATIONS OF INTEREST

There were no declarations of interest.

PH 0645 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting of the Public Halls Committee held on 21 February 2011 be approved.

PH 0646 PUBLIC REPRESENTATION

Mr John Pike, Chairman of Friends of Petersfield Heath, asked members to consider either reducing or waiving the fee for the use of the Rose Room for their AGM in May. Mr Pike stated that the Friends of Petersfield Heath were closely linked with the Town Council and they were surprised that they were classed as an Outside Body. Over the last 10 years it was estimated that the Friends of Petersfield Heath had saved the Town Council around £4,000 per year. Work carried out had included the removal of saplings and gorse, improvements to the Island, restoration of Victorian railings and metal seats, tree lopping and bracken control. The organisation was funded solely by subscription and all money raised was used for work on conserving the Heath. He urged members to waive the charge for the Rose Room.

Mr Pike was advised that no organisation had free use of the Rose Room and members had to be seen to be fair to all concerned. Mr Pike advised, that whilst the Friends of Petersfield Heath were grateful for the free use of the Council Chamber for meetings, it was not large enough for their AGM when around 40 people normally attended.

Members assured Mr Pike that they fully appreciated all the work the Friends of Petersfield Heath did. It was suggested that perhaps a grant could be applied for to cover the cost of the Rose Room for their AGM.

The meeting was re-convened and it was

RESOLVED to alter the order of business to enable the item regarding the charge for the Rose Room to the Friends of Petersfield Heath to be discussed prior to the Festival Hall Managers report.

PH 0647

FRIENDS OF PETERSFIELD HEATH - HIRE CHARGE FOR ROSE ROOM

The Town Clerk advised that he had received the request from the Friends of Petersfield Heath to waive the charge for their hire of the Rose Room for their AGM in May. He wished to be fair and so the item had been brought to the Halls committee for consideration.

Members wished to work towards waiving the charge if possible. Some members thought it was not sensible to waive the charge and that a grant should be applied for.

The Town Clerk advised that members must be fair and consistent to all organisations.

A proposal to waive the charge for the AGM in May 2011 (to be re-visited in 2012) with the proviso that any damage be paid for by the Friends of Petersfield Heath was seconded.

An amendment that the Friends of Petersfield Heath should apply for a grant to cover the cost of the hire charge of the Rose Room was not seconded.

RECOMMENDED that the charge for the hire of the Rose Room for the Friends of Petersfield Heath AGM in May 2011 be waived with the proviso that any damage be paid for by the Friends of Petersfield Heath.

PH 0648

FESTIVAL HALL MANAGER'S REPORT

The Festival Hall Manager's report was received and noted, a copy of which is attached to these minutes at Appendix A.

PH 0649

TOWN/FESTIVAL HALL

It was suggested that members consider making the doors from the Festival Hall into the Foyer operate by a push bar - this would enable the Festival Hall to be locked from the Foyer. This would help with any use by tenants of the Town Hall Chambers if they needed out of hours access.

Following discussion it was

RESOLVED that the Festival Hall Manager investigate the provision of push bar or other access for the doors, including prices, from

the Festival Hall into the Town Hall Foyer and report to the next meeting of the Halls committee.

PH 0650 PAYPHONES

Members received a report from the Town Clerk regarding the provision of payphones at Sheet Village Hall, The Avenue Pavilion and the Festival Hall, a copy of which is attached to these minutes at Appendix B.

Following consideration it was

RESOLVED that the telephone boxes at Sheet Village Hall, The Avenue Pavilion and the Festival Hall be removed.

In view of the confidential nature of the business about to be discussed it was

RESOLVED that the public and press be asked to leave the meeting.

CONFIDENTIAL

PH 0651 TOWN HALL CHAMBERS - VACANT OFFICE SPACE

The Town Clerk advised that two offers had been made for the vacant office at Town Hall Chambers, one from a Dental Technical Laboratory and a Recruitment Agency, details of which had been circulated to members.

RECOMMENDED that the offer from the Dental Technical Laboratory in the sum of £5,500 per annum with a 3 month rent free period, 10 year lease with 5 year break clause and rent review be accepted.

There being no further business the meeting was closed at 7.20 pm.

Festival Hall Manager's Report

For Public Halls Meeting 21st March 2011

Forthcoming events

- 23rd March Hampshire Blood service
- 26th March SOCS
- 27th March SOCS recording session
- 28th March Moviola
- 30th March Toy Fair
- 31st March- 3rd April Life in Petersfield Awards
- 3rd April-10th April Winton Players (Allo Allo)
- 11th April-16th April Save the children Clothes sale.
- 17th April Jehovah's Witness

Other Bookings

- | | |
|-------------------|--------------|
| ▪ Rose Room | 20 bookings. |
| ▪ Council Chamber | 13 bookings. |
| ▪ Meeting Room | 7 bookings. |

General

- The Genie has been returned and is now in full working order.
- Zurich has inspected the boilers and musical festival seating.
- Fire alarm and emergency lights have been inspected. A number of emergency light units need to be replaced a quote should arrive in the next day or two.

Jonathan Tucker

Festival Hall Manager

15/03/11



Public Halls Committee

Public Payphone Provision

Background

Members will be aware from reports received from our Internal Auditor that the Council needs to actively test whether it is receiving 'value' for the various utility services that we need.

As part of this process, Auditel has been reviewing the various contracts that we have with suppliers of all utilities to ascertain whether savings can be identified when contracts are due for renewal. The service we receive from Auditel is at no cost to the Council, but they do receive payment of half of any savings that are identified and implemented.

Current Position

Currently, payphones are provided at the Festival Hall, Sheet Village Hall and The Avenue Pavilion. The phones at Sheet and The Avenue are owned by the Council and the phone at the Festival Hall is rented from British Telecommunications Plc.

Income from the three payphones is minimal. The boxes are emptied once a year on average and this is usually done just before the year-end.

The number of calls made from the payphones is also very low. For the last 12 months the numbers of calls can be summarised as follows:

Location	Local Calls		National Calls		Other Calls	
	No.	Mins.	No.	Mins.	No.	Mins.
Avenue Pavilion	5	2.4	0	0	2	0.5
Sheet Village Hall	112	24.9	12	3.9	10	2.9
Festival Hall	21	16.9	3	2.8	2	1.0

Current Costs

For all of the payphones a service charge is payable annually. Clearly, for the phone that is rented, there is an additional payment for the rental.

Avenue Pavilion

Annual Service Charge	£189.60
Annual Call Charges	£ 1.68
Total	£191.28

Sheet Village Hall

Annual Service Charge	£189.60
Annual Call Charges	£ 6.60
Total	£196.20

Festival Hall

Annual Rent	£452.00
Annual Service Charge	£189.60
Annual Call Charges	£ 1.09
Total	£642.69

Issues For Consideration

There is a need for the Council to consider the provision of payphones as a public service. Mobile phones are in common use today and it will be rare for a user not to have one in their possession. Public telephone boxes are available outside the Festival Hall and Sheet Village Hall, whilst The Avenue Pavilion is close to the town centre where there are several public payphones.

There is a further matter that members may want to consider in that Auditel state that the ABTT Technical Standards for Places of Entertainment make reference to the provision of a 'manual telephone' as part of the Fire Alarm Warning System. This could be satisfied by the provision of a normal telephone in a certain part of the building (Box Office?) programmed only to link to the emergency services.

Recommendations

The following recommendations have been made by Auditel for the Council to consider. Some of them will depend on whether the Council considers it appropriate, necessary or desirable to continue with the current level of provision.

Avenue Pavilion

Consider ceasing provision of a payphone at the site with an annual saving of £191.28.

Sheet Village Hall

Consider ceasing provision of a payphone at the site with an annual saving of £196.20.

Festival Hall

There are a number of options for consideration. Firstly, a decision must be made on whether the Council wishes to provide a payphone at the site. If it doesn't, then an additional phone handset will need to be provided somewhere in the building as part of the fire alarm warning system and annual cost savings of £642.69 can be made less the cost of installing this handset.

If members consider that it is desirable to retain a payphone at the Festival Hall, the following options are available:

- 1 Continue renting the existing equipment.
- 2 Purchase the existing payphone from British Telecom for £226 saving approximately £415 in year 1 and £640 in subsequent years.
- 3 Purchase a basic new payphone for approximately £200 saving around £440 in year 1 and £640 in subsequent years.
- 4 Cancel the rental agreement for the existing payphone as it is possible that due to the age of the equipment, British Telecom may elect not to remove it, thereby gaining the use of the existing phone for no cost until it is either removed or breaks down. The saving in this case would be approximately £640 per annum.

If members wish to purchase a payphone for use at the Festival Hall it must be borne in mind that maintenance and repair of the phone would be the responsibility of the Council which carries its own risks.

On balance, option 3 above is preferred for the Festival Hall.

Neil Hitch
Town Clerk
14th March 2011