

PETERSFIELD TOWN COUNCIL

A meeting of the Public Halls Committee was held at the Town Hall, Petersfield, on **Monday 20 March 2006**.

PRESENT: Mr P Molloy (Chairman)
Mr H Sandeman
Ms M Vincent
Mr G Watkinson

Also in attendance: Mrs S McMorran (Deputy Town Clerk)
Mrs L Farley (Administration Officer)
Mr D Hayes (Festival Hall Manager)
Petersfield Herald
Petersfield Post
and no members of the public

PH 0774 CHAIRMAN'S COMMENTS

The Chairman advised those present that the repair to the Festival Hall window (open/close mechanism) at the top of the tiered seating would not be carried out as budgeted in view of the likelihood that this window would be replaced in the near future. This was noted.

PH 0775 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr Hick.

PH 0776 APPROVAL OF MINUTES

The minutes of the meeting of the Public Halls Committee held on 20 February 2006 were received and approved.

PH 0777 DECLARATIONS OF INTEREST

Ms Vincent declared a prejudicial interest as she was a committee member of Petersfield in Bloom - minute number PH 0779B refers.

Mr Watkinson declared a personal interest as he was a member of Winton Players - minute number PH 0780 refers.

RESOLVED that the meeting be adjourned for a five minute period, in order for members of the public to discuss matters of interest with Councillors. As no questions were forthcoming, the meeting was resumed.

PH 0778 **FESTIVAL HALL MANAGER'S REPORT**

Members received and noted the Festival Hall Manager's report, a copy of which is attached to these minutes for information.

PH 0779 **TOWN/FESTIVAL HALL:****A.** **Petersfield Hi-Lights - to review rent for storage area at the Town Hall.**

Following consideration it was

RECOMMENDED that the rental for the storage area at the Town Hall be increased by 5%.

Prior to discussion Ms Vincent left the meeting.

B. **Petersfield in Bloom**

Members received a request from the Hon. Secretary, Petersfield in Bloom that the charge for the hire on 24 February 2006 be reduced as the event had had to be cancelled as there was an emergency in the speaker's family.

Following discussion it was

RECOMMENDED that a refund of 50% of the hire charge (£30.06 + VAT) be given to Petersfield in Bloom.

Ms Vincent re-joined the meeting.

PH 0780 **PUBLIC LIABILITY**

Members were asked to re-consider the amount of Public Liability Insurance cover for hires, in light of new information received. £2m for Avenue Pavilion and Sheet Village Hall and £5m for Festival Hall was proposed.

The Chairman advised that, following research, it was confirmed that it was difficult to obtain cover in the sum of 3 or 4 million pounds. Following consideration it was

RESOLVED that the amount of cover required by hirers of Sheet Village Hall and The Avenue Pavilion would be 2 million pounds and 5 million pounds for the Festival Hall and Rose Room.

PH 0781 USERS MEETINGS:**A. Festival Hall Users meeting held 1 March 2006**

Members received and noted the notes of the meeting a copy is attached to these minutes for information.

B. Sheet Village Hall and Avenue Pavilion Users Meeting held 7 March 2006

Members received and noted the notes of the meeting a copy is attached to these minutes for information. Following consideration it was

RESOLVED that

A. The provision of 2 additional tables for Sheet Village Hall would be considered during budget deliberations for 2007/2008.

B. The provision of chairs for the Avenue Pavilion would be considered during budget deliberations for 2007/2008.

C. The chairs in the Avenue Pavilion be inspected (Health and Safety) with a report to a future meeting of Halls committee.

D. Deposits be re-considered at the April meeting of the Halls committee.

PH 0782 HIRING REGULATIONS

Members received, for approval, final draft of Hiring Regulations for all Halls from the working party.

Mr Watkinson advised those present that the kitchen was now with the hire of the Rose Room and not the Festival Hall. Some hirers had expressed concern to Mr Watkinson about this. Following consideration it was agreed that this was a good idea as it enabled the Rose Room to be hired for catering events when the Festival Hall was booked which the current system (kitchen with Festival Hall) did not. The Festival Hall Manager confirmed that some bookings in the Rose Room had been lost due to the current system.

Mr Watkinson went on to advise that the Hiring Regulations for the Avenue Pavilion and Sheet Village Hall had been brought into line with the Festival Hall Regulations. Mr Watkinson thanked everyone on the working party and members of staff for their help. Following discussion it was

RESOLVED that

- A. The kitchen be part of the hire of the Rose Room
- B. the Town Council's email, telephone number and web site address be added as a footer to the regulations
- C. the regulations be mailed to all Regular Users for information
- D. the Hiring Regulations be approved and adopted from 1 April 2006
- E. the plans of the buildings be included on the Town Council Web Site.

The Chairman thanked all involved for their hard work.

PH 0783 PERKINS SLADE REFURBISHMENT

The Chairman advised that the refurbishment works would not, now, be started until later in the year. It was hoped that work would commence prior to 1 July 2006.

Following discussion it was

RESOLVED that the Acting Town Clerk write to Perkins Slade giving permission for the refurbishment and noting that work would now be started later in the year (before 1 July 2006).

There being no further business the meeting closed at 7.12 pm.

FESTIVAL HALL MANAGER'S REPORT

FORTHCOMING EVENTS -MARCH/APRIL 2006

- Petersfield Music Festival 15th - 26th March
- Winton Players Production 2nd - 9th April
 Of "Ten Times Table"
- Easter Market 13th - 15th April

Rose Room

Mayors' Reception	27 th March
Annual Meeting of the Town	12 th April

Other Bookings

ROSE ROOM	24
COUNCIL CHAMBER	10
GREEN ROOM	with theatre bookings
MEETING ROOM	7

MAINTENANCE

Tiered Seating has been inspected & serviced all satisfactory

This concludes my report to the Public Halls Committee

Notes from Festival Hall & Rose Room Users Meeting

Held 19:00 Wednesday 01 March 2006 in the Rose Room, Petersfield Town Hall

Present: Mr. P Molloy (Chairman of Public Halls)
Mr. G Watkinson (Deputy Chairman)
Ms M Vincent (Councillor)
Mr V Clarke (The Town Mayor)
Mrs L Farley (Administration Officer)

Representatives of: Petersfield Hi-Lights (1)
Petersfield Flower Arrangement Society (1)
Green A Team (1)
Petersfield Youth Theatre (2)
Petersfield Musical Festival (1)
Winton Players (1)
Boulter Mossman (1)
Insync (1)

The Chairman welcomed the users of the Festival Hall and Rose Room to the annual meeting and he then went on to explain the cost of running the Halls. Taking into consideration the income and expenditure during the years 2004 – 2005, the Festival Hall, Rose Room and ancillary rooms made a loss of £91,827.

During the past year, an imbalance in the system had become apparent with regard to deposits and public liability and as a result of careful deliberation, it has been decided that everyone will now pay a deposit.

As far as public liability is concerned, the Chairman explained that the Town Council received a recommendation from their insurers to ask hirers to hold a minimum of £3 million cover. After consulting their regular hirers about this, the major response was that this was very difficult to obtain. As a consequence, the Town Council surveyed a selection of insurers and found this information to be the case. The Town Council now propose that hirers hold £5 million minimum public liability cover if they hire the Festival Hall or Rose Room. This would be discussed at the next meeting of the Halls Committee.

The Chairman also explained that an inspection of the building revealed that there were several repairs and maintenance issues and a process had now been devised to earmark money each year. Mr George Watkinson explained that he had initiated a flexible schedule allowing for inflation, that includes everything foreseeable for the next 20 years including double glazed, metal replacement windows.

The Chairman announced that Perkins Slade, long standing tenants of the Town Hall Chambers, were about to embark on major refurbishment.

New Hiring Regulations

Mr George Watkinson introduced the new and improved Hiring Regulations Booklet that will be sent out in a few weeks. He explained that the main changes were that the paragraphs had been altered to be in a more sensible order and mostly only Health and Safety items had been added.

Mr Simon Auty from the Green A Team expressed dismay that there had been no consultation on this with the regular hall users.

Carol Tubbs from the Petersfield Hi-Lights asked if there was anything new in the H&S aspect and GW explained that the use of pyrotechnics was really the biggest change. Other items are already being done but after advice from a H&S expert, the Town Council realised that they must spell out the regulations in their booklet to prove that they were requesting compliance.

Jane Murphy from the Petersfield Youth Theatre asked if these regulations could be emailed to hirers and the Chairman agreed.

Parking

Mr David Mossman from Boulter Mossman, (the company that hires office suite 1 above the Rose Room) stated that he had experienced parking problems on several occasions. He went on to explain that he has reserved parking and that his business does not operate only between 9 to 5. He has had problems of not being able to get into his reserved area and therefore having to use the EHDC pay and display and there have also been times when he has been unable to get out of his parking place due to being boxed in. He asked if hirers would please be more considerate.

Linda Farley explained that on the new booking forms it states that parking is available in the EHDC pay and display carpark.

Bar Licence

Carol Tubbs asked if the Town Council have a bar licence for after 2200 in place now and the Chairman assured her that one was currently in place for up to 2330.

GW asked if hirers would please try to vacate at the time their booking finishes as recently this has been a problem.

Maintenance Schedule

Simon Auty asked as GW's list covers 20 years, does it include major replacement items like a new sound system, lighting console etc. GW assured him that it does.

Disabled Toilets

Jenny Turner from the Winton Players expressed concern that having disabled toilets within the separate gender blocks is not ideal as carers are often of the opposite sex to the disabled person in their custody.

Rubbish

Jane Murphy of the Petersfield Youth Theatre asked for clarification on the procedure for rubbish disposal and the Chairman explained that it is the responsibility of the hirers to take away all rubbish arising from their hire.

Responsible Person

Jane Murphy of the Petersfield Youth Theatre had experienced problems with obtaining keys during a hire. GW explained that the Responsible Person should ask for everything that they need when the hall is handed over to them at the start of the hire. This could include arranging for the Festival Hall Manager or his assistant to return at an agreed time to perform a particular task but that there are no 'duty staff' on call.

It was also suggested that the Responsible Person should walk around with the Festival Hall Manager prior to hand over of the hall to take note of any pre-existing damage etc and then the same person should do this at the end of the hire. The Chairman agreed that this is a good idea.

General

GW said that it had been decided to link the kitchen with Rose Room hires now instead of with Festival Hall hires. The general concensus was that this is a bad idea.

Jenny Turner said that the lids are very hard to put on the kettles and the mop available for hirers is a very unhealthy looking thing. The Chairman promised that a good mop would be supplied.

The meeting closed at 20:20

Notes from Avenue Pavilion and Sheet Village Hall Users Meeting

Held 19:00 Wednesday 7 March 2006 at Sheet Village Hall

Present: Mr P Molloy (Chairman)
Mr V Clarke (Town Mayor)
Ms M Vincent (Councillor)
Mr G Watkinson (Councillor)
Mrs L Farley (Administration Officer)

Representatives of: Anne Curtis Keep Fit (1)
Sheet Horticultural Society (1)
St Mary's Church Sheet (2)
Carole Kerton Yoga (1)
Anne Blumlein School of Dance (1)
Sunday Thursday Christian Fellowship (1)
Sheet WI (2)
Christadelphians (1)

The Chairman welcomed the users of Sheet Village Hall and The Avenue Pavilion to the annual meeting and he then went on to give those present a feel for the economics of running the Halls. Taking into consideration the income and expenditure during the years 2004 – 2005, Sheet Village Hall made a loss of £1331, the Avenue Pavilion made a gain of £236 whilst the Festival Hall, Rose Room and ancillary rooms made a loss of £91,827.

During the past year, an imbalance in the system had become apparent with regard to deposits and public liability and as a result of careful deliberation, it has been decided that everyone will now pay a deposit.

As far as public liability is concerned, the Chairman explained that the Town Council received a recommendation from their insurers to ask hirers to hold a minimum of £3 million cover. After consulting their regular hirers about this, the major response was that this was very difficult to obtain. As a consequence, the Town Council surveyed a selection of insurers and found this information to be the case. The Town Council now propose that hirers hold £2 million minimum public liability cover if they hire Sheet Village Hall or the Avenue Pavilion. This would be discussed at the next meeting of the Halls Committee.

The Chairman also explained that an inspection of the buildings revealed that there were several repairs and maintenance issues and a process had now been devised to earmark money each year. Mr George Watkinson explained that he had initiated a flexible schedule allowing for inflation, that includes everything foreseeable for the next 20 years.

Mr George Watkinson also explained that new hiring regulation booklets were in the pipeline and would be sent out to all hirers within the next few weeks. He urged existing hirers to read the booklets as there are some changes.

Sheet Village Hall – Points Raised by Hall Users:

Mrs Burrage, representing Anne Blumlein School of Dance requested that 5 copies of the new hiring regulation booklets be sent to this organisation so that each teacher could have one. LF assured her that this would be done.

Mrs Burrage also expressed concern whether the Accident Book provided was adequate for recording accidents of children. LF assured her that the tear-off strip containing all of the personal details of injured parties should be sent to the Town Clerk immediately and would be treated in strict confidence.

Representatives from Sheet WI asked if the Town Council could provide 2 more tables as there are not enough for Thursday evenings now that the downstairs meeting room is regularly hired out. The Chairman agreed to look into this.

Mr Want, representing the Sunday, Thursday Christian Fellowship, expressed concern that on some Thursday evenings, the hirer of the main hall (Sheet WI) used a table in the foyer that could be an obstruction if there were to be a fire evacuation. Representatives of Sheet WI, said that they had realised that this was a potential problem and agreed that they would not put anything in the foyer in future.

Avenue Pavilion - Points Raised by Hall Users:

Mrs Green, representing the Christadelphians asked if the Town Council would replace the chairs in the Avenue Pavilion with some that are more comfortable and also asked if there could be more of them as 36 are not enough. The existing chairs are in bad repair. The Chairman explained that the existing chairs are owned by the Petersfield Orchestra and if new chairs were to be provided, the Orchestra would have to remove theirs. The Chairman promised that new chairs would be considered during the next budget deliberations for 2007 – 2008.

General

There was much discussion about the new Town Council policy to request deposits from all hall users. Hirers who currently have deposits lodged, long term, with us were not unhappy about this but those who in the past had a different arrangement were not pleased. Representatives from Sheet WI and also from St Mary's Church enquired if they could receive interest from their deposits if they were held over long periods and the Chairman said that he would investigate this possibility.

Concern was expressed that if hires were back to back and the caretaker discovered damage or loss, how could he ascertain exactly when the incident took place. The Chairman said that he would expect that on entering the hall, a hirer would note any existing damage and report it.

The meeting closed at 19:45