

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 20 October 2008 at 6.30 p.m.

PRESENT: Mr P Molloy, Mr P Aiston, Mr K Hick, Mrs S Kerby, Ms M Vincent and Mr G Watkinson

Also in attendance: Mr N Hitch (Town Clerk), Mrs S McMorran and 2 members of the public.

PH 0326 CHAIRMAN'S COMMENTS

The Chairman congratulated Jon Tucker on his promotion to Festival Hall Manager. He went on to comment that it was good to be back in the Council Chamber. The offices were nearing completion as were the gentlemen's wc's.

Finally the Chairman advised that a letter of thanks had been received from a hirer of the Avenue Pavilion who had held a graduation party there.

PH 0327 APOLOGIES FOR ABSENCE

All members being present there were no apologies for absence.

PH 0328 DECLARATIONS OF INTEREST

Mr Hick declared a personal interest as he was a member on Petersfield Hi-lights Society, minute number PH 0331 refers.

Mr Watkinson declared a personal interest as he was a member of Winton Players, minute number PH 0331 refers.

Mr Hick advised that he would be leaving the meeting at 7.15 pm and asked that the order of business be changed.

RESOLVED that the order of business be altered to allow the storage area at the Town Hall to be discussed prior to the lift inspection item.

PH 0329 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting of the Public Halls Committee held on 22 September 2008 be approved.

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.

Mr Auty asked of any progress regarding the new lighting in the Festival Hall and was advised that 4 quotations had, so far, been received and that this matter would be an agenda item for the November meeting.

PH 0330 FESTIVAL HALL MANAGER'S REPORT

Members received and noted the Festival Hall Manager's report, a copy of which is attached at Appendix A for information.

In order to allow Simon Auty to address the meeting it was

RESOLVED to suspend standing orders.

Mr Auty expressed concern regarding the new stage working lights. He did not feel they switched on and off quickly enough and was surprised that users had not been consulted. It was agreed that members consider the addition of one additional working light at the next meeting of committee.

The meeting was re-convened.

PH 0331 TOWN/FESTIVAL HALL

a. Future Use of Storage Area to rear of Perkins Slade Filing Store

Members were asked to give consideration to the future use of the storage area to the rear of Perkins Slade filing store (was Petersfield Hi-Lights costume store). The Town Clerk advised that an archive store for the Town Council was needed as the current archive store was not suitable with the close proximity of the electricity intake equipment and the associated possible fire risk.

Members were advised that no legal agreement was in place for the Petersfield Hi-lights to use the storage area. Mr Hick advised that the store had been used by Petersfield Hi-lights for many years and that there should be a minuted record of the agreement.

It was proposed that the store continue to be used by the Petersfield Hi-lights, subject to a form of agreement and further investigation take place regarding a suitable archive store for the Town Council. This proposal was defeated.

RESOLVED that the storage area adjacent to the Perkins Slade filing store would not be let to Petersfield Hi-lights.

In order to allow Brenda James of Petersfield Hi-lights to address the meeting it was

RESOLVED to suspend standing orders.

Mrs James advised that currently Petersfield Hi-lights and Petersfield Operatic Society were called the Petersfield Theatre Group as they had merged. This was

noted. Mrs James advised that the store had been used by Petersfield Hi-lights for 24 years and that rent had been paid each year. She thought it was very unfair to be thrown out. The Chairman sympathised but advised that this was the decision of the committee at this time.

The meeting was re-convened.

b. Lift Inspection

Members received and noted the Zurich Insurance report on the inspection of the stage lifts. The Chairman voiced his concern at the quality of the report provided. It was agreed that the Town Clerk advise members of the cost to the Town Council for the report.

c. Hire 9 November 2008

The Town Clerk advised that it had been agreed by Councillors that an additional booking would be taken on 9 November 2008 for the Remembrance Day Reception. This additional booking required changes to the existing booking. To date Officers had not been formally advised of the arrangements for the Remembrance Day Reception or contacted to ascertain their feasibility which was of some concern. It was understood that the Lion and Unicorn Players were happy to change their booking. Members needed to formulise the arrangements which had, it appeared, been agreed with EHDC informally by Councillors.

Mr Hick left the meeting at 7.15 pm.

Following discussion it was

RESOLVED to suspend standing orders to allow Mr Auty to address the meeting.

Mr Auty advised that the Green A team may be able to de-rig on Sunday afternoon and possibly on the Monday evening. He was aware that there was another booking on the Tuesday evening. He would confirm this was possible once he had spoken to other members of the Green A team.

The meeting was re-convened.

The Chairman thanked Mr Auty for his help and following further discussion it was

RECOMMENDED that

- The Lion and Unicorn Players be refunded 50% of the hire charge for 9 November de-rig day

- EHDC be given the hire of the Festival Hall and Rose Room on 9 November free of charge
- The Lion and Unicorn Players be given permission to have access to the Hall from 9 am as these were exceptional circumstances but that a precedent would not be set
- Staff to be offered an additional 1 hour at Sunday rate pay on top of any hours worked to clear the Hall
- EHDC to complete a booking form and to accept responsibility for any damage that may occur during the hire of the Festival Hall and Rose Room on 9 November 2008.

d. **Town Hall Foyer Floor**

Members were asked to consider a quotation for a mild acidic treatment plus a non-slip emulsion polish of the Town Hall Foyer floor in the sum of £1046.50. The stairs were to be cleaned as part of the fire insurance claim. Members were advised that funds were available from the budget not used for the re-decoration of the Festival Hall.

RESOLVED that the quotation in the sum of £1046.50 for a mild acidic treatment plus a non-slip emulsion polish of the Town Hall Foyer floor be accepted with un-used funds from the re-decoration of the Festival Hall being used for the expenditure.

e. **Electrical Safety Issues/Electrical Installation Certificates**

The Town Clerk advised those present that during fire re-instatement works he had been advised that the electrical circuits at Perkins Slade were currently overloaded and posed a possible fire risk. Electrical Installation Certificates were also required for all public halls. He went on to advise that two options had been offered for the problem regarding the overloading of the circuits: Option 1 to replace existing distribution board and provide a new sub main at a cost of £2569 and Option 2 to separate circuits to upstairs offices and downstairs offices at a cost of £2318. Option 2 was the preferred option of the electrician and also the Town Council's consultant. The Town Clerk was in consultation with the insurance company to ascertain if this cost would be met by the fire insurance claim.

Members agreed that this work must be carried out and it was

RESOLVED that option 2 to separate circuit boards at a cost of £2318 be undertaken with funds, if required, to be used from the un-used budget for re-decoration of the Festival Hall; Officers to ensure that disruption to all offices concerned be kept to a minimum.

f. **Stage Curtains**

Members were advised that a repair was required for the stage curtains which would mean a period of 2 - 3 weeks without the stage curtains. The curtains could not be closed until the repair was carried out. The cost of the repair was £800 - £850. A quotation in the sum of £2598 had also been received for the replacement of the stage curtains together with the valance and legs in the sum of £ 6442. Members were asked to consider whether they wished the repair to be carried out or if new curtains should be ordered.

Following consideration it was

RESOLVED that the repair to the stage curtains in the sum of £800 - £850 be carried out using funds from the un-used budget for re-decoration of the Festival Hall.

It was also

RESOLVED that new stage curtains in the sum of £6442 be placed on the Revenue Best Value Improvement Plan.

PH 0332 **ANNUAL REVIEW OF HALLS POLICY DOCUMENT**

Following consideration it was

RESOLVED that the Halls Policy document be adopted with the following amendments for the ensuing year:

- 2. To ensure that all fixtures and fittings are maintained to a high standard and are repaired or replaced as necessary to ensure all users have benefit of first class facilities.
- 8. To ensure that the highest standards of safety are maintained to safeguard the public, hirers of the hall and Council employees
- 9. To provide a venue for public entertainment in terms of theatre, music and other forms of entertainment.
- 10. The granting of "regular hire status" to be delegated to Officers. "Regular hire status" defined as a hire at least once a week throughout the year.

Remove paragraph 12.

An amended policy is attached at Appendix B

PH 0333 INCOME AND EXPENDITURE FIGURES FOR HALF YEAR

Members received and noted income and expenditure figures for the half year to 30 September 2008.

There being no further business the meeting closed at 7.55 pm.

FESTIVAL HALL MANAGER'S REPORT - OCTOBER 2008

FORTHCOMING EVENTS - October - November 2008

- 21, 22 October SOCS Concert
- 22 October - Toyfair
- 24 October - Woolovers Knit wear Sale
- 25 October - NCT Sale
- 28 October - Petersfield Flower Arranging Society
- 30 October - Save The Children Gift Fair
- 31 October - 8 O'Clock Club Quiz Night
- 1 November - SOCS Concert
- 2 - 9 November - Lion and Unicorn Players
- 11 November - Rowans Charity Fund raiser concert

OTHER BOOKINGS

ROSE ROOM	13
COUNCIL CHAMBER	5
GREEN ROOM	With Theatre bookings
MEETING ROOM	0

Maintenance and General Items

Fire Risk assessment inspection has been done - report awaited and will be presented to next meeting.

Stage working lights have been replaced with more energy efficient units.

This concludes my report to the Public Halls Committee

Jon Tucker
Festival Hall Manager

PETERSFIELD TOWN COUNCIL

PUBLIC HALLS POLICY (SUBJECT TO AVAILABLE FUNDING)

1. To maintain all Public Halls under the control of the Council in a first class condition ensuring regular, planned maintenance takes place.
2. To ensure that all fixtures and fittings are maintained to a high standard and are repaired or replaced as necessary to ensure all users have the benefit of first class facilities.
3. To market the facilities to ensure optimum usage, thereby achieving a high level of return on the Council's asset.
4. To ensure that the hire charges are set at the best economic level commensurate with similar facilities elsewhere and to review charges annually
5. To book all Halls on a first come first served basis with bookings taken up to 2 years ahead.
6. To ensure that all facilities are kept in a well-ordered and clean condition.
7. To ensure that all potential hirers are financially sound and of a responsible nature, and adhere to the Town Council's Child Protection Policy.
8. To ensure that the highest standards of safety are maintained to safeguard the public, hirers of the Hall and Council employees.
9. To provide a venue for public entertainment in terms of theatre, music and other forms of entertainment.
10. The granting of "regular hire status" to be delegated to Officers. "Regular hire status" defined as a hire at least once a week throughout the year.
11. To hold an annual Users Meeting for all regular users of all Halls.
12. To pay due regard to the Town Council's carbon footprint and the environmental impact of the Halls policies and activities and to actively pursue an energy-conservation policy.

Reviewed and Approved at Public Halls October 2008 PH 0332 refers

PETERSFIELD TOWN COUNCIL

SUNDAY HIRE POLICY TOWN/FESTIVAL HALL

1. The hours of opening are normally from 10am until 6pm only.
2. Hires are at the discretion of the Festival Hall Manager (with recourse to the Town Clerk if necessary).
3. Hirers will be charged a daily rate for each separate room to be used: this rate to reflect the unsocial hours of working.
4. All hires on Sundays shall be subject to a hiring charge with a special rate for de-rigs.
5. Reductions for 6 day bookings are exclusive of Sundays.
6. Delegated Powers given to the Town Clerk/Officers to accept or decline Bank Holiday Bookings.
7. The Sunday charges to also apply to Bank Holiday Bookings.

Reviewed and Approved at Public Halls October 2008 PH 0332 refers