

**PETERSFIELD TOWN COUNCIL**

A meeting of the Public Halls Committee was held at the Town Hall, Petersfield, on Monday 15 January 2007.

**PRESENT:** Mr G Watkinson (Chairman)  
Mr V Clarke  
Mr K Hick  
Mr P Molloy  
Mr H Sandeman  
Ms M Vincent

**Also in attendance:** Mr N Hitch (Town Clerk)  
Mrs S McMorran (Deputy Town Clerk)  
Mr D Hayes (Festival Hall Manager)

Petersfield Herald  
0 Members of the Public

**PH 0591      CHAIRMAN'S COMMENTS**

The Chairman remarked that the recently received income and expenditure reports confirmed that the Halls committee budget was on-track; the reports would be an agenda item for the February meeting.

**PH 0592      APOLOGIES FOR ABSENCE**

No apologies for absence.

**PH 0593      APPROVAL OF MINUTES**

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

**PH 0594      DECLARATIONS OF INTEREST**

The following personal interests were declared:

Mr Watkinson member of Winton Players minute number PH 0596 A refers.

Mr Hick member of Petersfield Operatic Society and Petersfield Hi-Lights minute numbers PH 0596 A and B refers.

Ms Vincent member of Petersfield Operatic Society and Petersfield Hi-Lights minute numbers PH 0596 A and B 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 reconvened.

**PH 0595** **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 at appendix A.

**PH 0596** **TOWN/FESTIVAL HALL:**

**A. Rose Room Hire for Refreshments when Festival Hall is booked**

Members were asked to review the policy for the hire of the Rose Room for refreshments when the Festival Hall was booked. Currently hirers specified how many hours they required and were charged accordingly. The previous policy had been to enable hirers using the Festival Hall to book the Rose Room for refreshments at a standard charge of 2 hours. Members were advised that if the Rose Room was booked for refreshments no other booking could be taken and there was, therefore, a potential loss of income.

Following consideration and discussion it was

**RESOLVED** that hirers of the Festival Hall be able to hire the Rose Room for refreshments at a standard charge of two hours. The booking form and the price lists to be amended to show this change and be presented to the February meeting of the Halls committee for approval.

**B. Petersfield Hi-Lights Storage Area - Rent Review**

Members were asked to give consideration to the annual rent review for the storage area used by Petersfield Hi-Lights. The current rental was £80.66 plus VAT

Following consideration it was

**RECOMMENDED** that the annual rental for the storage area at the Town/Festival Hall to Petersfield Hi-Lights be increased by 3% to £83.08 plus VAT.

**C. Commercial Hire - Criteria**

Members were asked to give further consideration to the criteria for a commercial hire (PH 0472 November 2006 refers). Following consideration it was

**RESOLVED** that the Criteria for a Commercial hire be as follows: An organisation operating with the aim of profit, trading in goods or services.

**D. Date for Festival Hall Users Meeting**

Members were advised that the date for the Festival Hall Users meeting needed to be set. At the September 2006 meeting members had resolved that the meeting be changed to June or July, PH 0331 refers.

**RESOLVED** that the Users Meeting for users of the Festival Hall be held in the Rose Room on 3 July 2007 commencing at 7 pm.

**E. Boulter Mossman, Electricity Supply**

Members received a report regarding the electricity supply to the tenants of Suite 1, Festival Hall Offices, Boulter Mossman. A copy of the report is attached to these minutes for information. Members were reminded that no budget funds were available for this work.

Following consideration it was

**RECOMMENDED** that the Town Council carry out the necessary works to provide a sub meter and re-wiring of the Air conditioning as detailed in the attached report at appendix B.

**F. Works at Town/Festival Hall**

Members received a report and recommendations that would enable scheduled work to be carried out under Property Maintenance Code 16/200 (Misc Public Halls). Members agreed that the work must be carried out and following discussion it was

**RESOLVED** that the recommendations detailed in the attached report at appendix C be agreed.

PH 0597

**SHEET VILLAGE HALL AND AVENUE PAVILION USERS MEETING**

Members were asked to set a date for the Sheet Village Hall and Avenue Pavilion users meeting. Members were advised that The Avenue Pavilion was available on Wednesday 25 or Thursday 26 July 2007.

**RESOLVED** that the Users Meeting for users of Sheet Village Hall and The Avenue Pavilion be held on Thursday 26 July 2007 at The Avenue, Petersfield commencing at 7 pm.

PH 0598

**ST. MARY MAGDALEN CHURCH, USE OF SHEET VILLAGE HALL**

Members were asked to review the agreement with the Church that they could use (booked in the normal way) the toilet facilities at Sheet Village Hall if required (Weddings, Funerals etc). Members were informed that the Revd. Dewing had indicated that he would like the arrangement to continue.

Following consideration it was

**RESOLVED** that the arrangement continue and be reviewed in January 2008.

There being no further business the meeting closed at 7.02 pm.

**FESTIVAL HALL MANAGER'S REPORT**

**FORTHCOMING EVENTS -- January - February 2007**

- 6 - 21 January 2007 - Winton Players Pantomime
- 24 January - Toy Fair
- 27 - 31 January - SOCS
- 3 February - Friends of Guiding Jumble Sale
- 7 - 11 February - Antiques Fair
- 17 February - Stiff Promotions - Killer Queen

**OTHER BOOKINGS**

ROSE ROOM	18
COUNCIL CHAMBER	9
GREEN ROOM	with theatre bookings
MEETING ROOM	0

All carpets and seats in Town/Festival Hall have been cleaned. Stage Rigging has had annual inspection carried out - no problems reported.

This concludes my report to the Public Hall Committee

Dave Hayes  
**Festival Hall Manager**

**Electricity Supply to Boulter Mossman, Suite 1, Festival Hall Office Suite**

It has now been ascertained that our Tenants, Boulter Mossman have been paying for electricity used by tenants of Suite 2.

Boulter Mossman are currently metered to pay costs for the communal areas shared with Suite 2 i.e. Stairs, landing, WCs and kitchen and also the air conditioning which is in Suite 2.

A sub-meter is required for the costs for the communal areas - these costs would then be split 50/50 with the tenants of suites 1 and 2. The invoice would be sent to the Town Council and then the tenants recharged. Costs for this work to be borne by the Town Council.

The Air conditioning needs to be rewired to the correct meter for the tenants of Suite 2. Costs for this work to be borne by the Town Council.

It has been agreed that Boulter Mossman will endeavour to calculate, using an outside consultant, the estimated costs associated with this matter since they took up their tenancy. Boulter Mossman will expect recompense for this amount (to be notified and agreed as soon as possible) and the Town Council will have to take steps to claw back this cost from the previous and current tenant of Suite 2.

Susan McMorran  
20 December 2006

PROPOSAL REGARDING BUDGET 2006/2007

To enable the following works to be completed under code 16/200 the following measures will be necessary.

Works to be carried out:

Final Fire alarm/emergency light check estimated at	£140
New doors for Perkins Slade o/e	£800 - PJ obtaining quote
Waterproof Kitchen extension o/e (revised)	£500 - PJ obtaining quote
Decorating of fire escape, car park gate, stage door catch	£1185 QUOTE obtained

£426.78 remaining in 16/200 (with £6K held (will be earmarked at end of financial year) for external redecoration of Festival/Town Hall and £2K for repointing of same which will be done once windows have been replaced)) Therefore £2198.22 required to complete the above list.

DO NOT CARRY OUT FOLLOWING WHICH ARE IN BUDGET under 16/200:

Replace 8 toilet seats (£200)  
 Door closers (Provision of £100)  
 repair to drain gully (£100)  
 repairs to drain surrounds (£60)  
 drain cover for cellar (£50)

DO NOT CARRY OUT THE FOLLOWING FROM 16/201

False safety ceiling check

DO NOT PURCHASE THE FOLLOWING FROM General Purchases 29/200

Bunting

VIREMENT in sum of £1200 from 16/201 to 16/200

VIREMENT in sum of £1086 from 29/200 to 16/200.

Sue McMorran  
 11 December 2006