

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 10th June 2013 at 6.30 p.m.

PRESENT Cllr C Mills (Chairman), Cllr G Budden, Cllr V Clarke, Cllr A Tarver, Cllr Ms M Vincent and Cllr G Watkinson.

Also in attendance: Mr N Hitch (Town Clerk), Mr J Tucker (Festival Hall Manager), Mrs A Church (Minutes) and 1 member of the public.

PH 0097 CHAIRMAN'S COMMENTS

The Chairman had no comments

PH 0098 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PH 0099 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

PH 0100 DECLARATIONS OF INTEREST

There were no declarations of interest.

PH 0101 APPROVAL OF MINUTES

RESOLVED: that the Minutes of the meeting of the Public Halls Committee held on 13th May 2013 be approved.

PH 0102 PUBLIC REPRESENTATION

A request to speak had been received from Mr S Auty who raised a query concerning the training of the Green 'A' Team volunteers on the mechanical elevated work platform (MEWP). Ten volunteers had been trained at a total cost of £714.00. Mr Auty said that, when the requirement for training arose last year, it was not clear whether the Town Council or the County Council would agree to help with these costs. Reference to Resolution PH0292 on 17th September 2012 confirmed that the Town Council would not contribute to the costs. A request to the County Council for possible assistance would therefore be made by the Green 'A' Team.

It was confirmed that, for insurance purposes, no on-going training of trained volunteers would be required within five years.

PH 0103 **FESTIVAL HALL MANAGER'S REPORT**

Members received and noted the Festival Hall Manager's Report, a copy of which is attached to these Minutes at Appendix A.

The new tarmac, replacing gravel, at the rear of the Festival Hall was a great improvement and steps would be taken to ensure that only parking space for two cars would be reserved in that area to enable a clear fire exit.

PH 0104 **UTILITY REPORT FROM AUDITEL**

Members received the monthly utility report from Auditel for the Festival Hall for April 2013. It was noted that there had been a peak in electricity usage between 17th - 21st April when the Festival Hall had been in constant use.

Auditel had offered a free inspection and report on possible improvements to the electrical installations.

RESOLVED: That the offer of the free inspection and report from Auditel should be accepted with a view to including some possible improvements in the next budget

PH 0105 **SAFETY EXAMINATION REPORT**

The completed Safety Examination Report on the Festival Hall boiler was received and noted.

PH 0106 **REPAIRS AT THE AVENUE PAVILION**

Two quotations had been received for the repair to the outside toilets, guttering and roof tiles at the Avenue Pavilion. The quotation of £1,020.00 for these repairs, including 30 roof tiles and the soffit repairs, had been agreed by the Chairman and Town Clerk.

RESOLVED: Approval of the quotation from H Monfared (Builders) Ltd in the sum of £1,020.00 for the repairs at the Avenue Pavilion.

PH 0107 **ADVERTISING/FLY POSTING MEETING AT EHDC**

Cllr Watkinson reported on the very useful and informative meeting held at East Hampshire District Council on 30th May 2013.

The policies set by the Town Council and EHDC were not being fully adhered to and attention would be given to ensure that the rules were followed.

At the EHDC meeting, the following suggestions had been made:

- Permission for groups to publicise their forthcoming events be extended to include Bell Hill Recreation Ground.
- Local groups to adopt the practice of the Petersfield Youth Theatre whereby a notice was put under the Town Map on the relevant boards.
- A notice board to be positioned in the centre of the Festival Car Park near to the swimming pool which would cost approx. £800.00. It would be an A4 sized board, in oak, with a header of the Festival Hall logo. It was noted that this land is owned by the Town Council but is in Trust to the swimming pool. It was confirmed that the proposed notice board would be under the control of the Town Council and only used for Festival Hall notices.

The Committee felt that the Town Council needed to be publicised in The Square but the notice board outside the Post Office was believed to be owned by the District Council. The community notice board, currently outside the Library and George Public House, was installed in 1992 for use by community groups. A trawl of old Minutes revealed that the Town Council had paid for this board.

A further proposal was raised that there be a rotating advertising board in the Library window which could take around sixty advertisements. Advertisers could pay to use this, with the monies going to the Mayor's Charity.

RESOLVED that the proposal of installing a notice board at the rear of the Festival Hall, at an approximate cost of £800.00, be taken to the Finance and General Purposes Committee at their July 2013 meeting.

RESOLVED that the proposal of installing a notice board at the front of the Festival Hall be taken to the Finance and General Purposes at their July 2013 meeting, together with costings.

PH 0108

CREATION OF A WEEKEND STANDBY ROTA FOR THE AVENUE PAVILION

Following a contact issue at a recent weekend, considerable discussion took place concerning the feasibility of creating an emergency weekend standby rota by the Public Halls Committee members. It was suggested that the spare Town Council mobile telephone be used and that this contact number could

be included on the invoice that all hirers of The Avenue Pavilion are required to pay in advance of their hire.

RESOLVED that a weekend rota of Public Halls Committee members be put in place with immediate effect for a trial period of seven months, with a review at the January 2014 Committee Meeting.

There being no further business, the meeting closed at 7.25 p.m.



Festival Hall Managers Report

June 2013

Events

- 8th-12th June Petersfield Theatre Group
- 18th June New Savoy Cinema
- 20th June Petersfield Orchestra
- 22nd June Wine Fair
- 24th-30th June Petersfield Youth Theatre
- 4th-6th July Festival for young people

Usage

Below are the usage statistics for June.

- | | | |
|-----------------|-------------|------------------|
| • Festival Hall | 20 Bookings | 253 hours Booked |
| • Rose Room | 14 Bookings | 36 hours Booked |

General

- The Gravel area between the Town Hall and Festival Hall Managers House has been replaced with Tarmac and the Fire Exit Door has been enlarged.
- The Boilers and tiered seating have been inspected by the insurance company.
- We have now taken delivery of all the new Cinema equipment and are preparing for its first use.

Jonathan Tucker
Festival Hall Manager
06/06/13