

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 11 November 2013 at 6.30 p.m.

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

**Also in attendance:** Mr N Hitch (Town Clerk), Mr J Tucker (Festival Hall Manager), Mrs A Church (Committee Administrator), and Cllr Mrs S Harwood and one member of the public.

**PH 0413** CHAIRMAN'S COMMENTS

The Chairman had no comments.

**PH 0414** APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr V Clarke.

**PH 0415** DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

**PH 0416** DECLARATIONS OF INTEREST

There were no declarations of interest.

**PH 0417** APPROVAL OF MINUTES

**RESOLVED:** that the Minutes of the meeting of the Public Halls Committee, held on 14 October 2013, be approved.

**PH 0418** PUBLIC REPRESENTATION

No requests to speak had been received.

**PH 0419** 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.

PH 0420      UTILITY REPORT FROM AUDITEL

Members received and noted the monthly utility report from Auditel for the Festival Hall for September 2013, a copy of which is attached to these Minutes as Appendix B.

It was noted that there was a very slight increase of 2% in electricity for September compared with the previous year, possibly as a result of the extra letting of an upstairs office.

PH 0421      TO REVIEW THE ATTENDANCE FIGURES AND THE PUBLICITY FOR THE MOVIOLA CINEMA

The Committee received and considered in detail a report from Cllr Harwood on the audience figures and the publicity for the Moviola Cinema. They also expressed their appreciation of the enthusiasm and efforts of Mrs Clare Watts, the Town Council Finance Officer, in promoting the cinema.

(a)      Publicity

Cllr Harwood, in attendance, said that more publicity was needed and suggested that the spare wall space in the Festival Hall Foyer and Rose Room could be utilised to advertise the Moviola Cinema to the public who come into the Festival Hall for the many other events held there.

It was proposed that a new, covered, lockable notice board should be placed in the Foyer on the wall near the clock. The notice boards currently available were not covered and were in a very poor condition but one could be used as an interim measure. It was noted that the clock, and its plaque, would have to be moved slightly.

Members were in agreement that the Moviola Cinema needed to be publicised as much as possible to make it a success and to justify the considerable investment made in its recent update.

**RESOLVED** that, in order to further promote the Moviola Cinema, the cost of purchasing a new notice board, with a lockable cover, be investigated and considered at the next Committee meeting in January 2014.

(b)      Audience Attendance

Considerable discussion took place about the attendance numbers at the different showing times of films at the Moviola Cinema.

The school holiday afternoon films for younger children had increased in popularity and it was anticipated that numbers would continue to improve. However, the school holiday afternoon film sessions at 3 pm, aimed at the teenage audience, had not been successful. There would be another trial in the February 2014 half term and it was

suggested that perhaps a later start time of 7 pm might attract more teenagers. Further efforts would be made to contact local schools, the Youth Council and the King's Arms.

The general afternoon film sessions had also attracted only a very small audience although numbers were slowly increasing. It was felt that it would be worthwhile continuing with these afternoon sessions for a little longer.

**RESOLVED** that all the current film sessions should continue without change and the position be reconsidered at the Committee meeting on 10 March 2014.

(c) Setting-up and Showing of the Films

The Festival Hall Manager explained the setting-up procedures and the time involved with the Moviola Cinema. Members expressed concern that, in the event of illness or other unforeseen circumstances, there was currently no other person trained to take over at the cinema at short notice. A sensible route would be for the Festival Hall Manager's Assistant to be trained so that there were two members of staff able to run the cinema showings. The Festival Hall Manager advised that he had already created a working manual on the setting-up procedures which would be a helpful document.

**RESOLVED** that the Festival Hall Manager's Assistant initially shadow the Festival Hall Manager to learn the procedures for showing films at the Moviola Cinema in case of emergency, and that the matter be reviewed again by the Committee in the long term.

PH 0422

**TO REVIEW THE WORKING OF THE WEEKEND TELEPHONE ROTA FOR COUNCILLORS FOR THE AVENUE PAVILION**

Councillors on the Public Halls Committee were currently on the telephone rota for The Avenue Pavilion. There had been a relatively low usage of the call-out telephone at weekends. A problem would arise if the Councillor on weekend duty had to be out of the area for a period of time during that weekend. It was suggested that the telephone numbers of the Public Halls Councillors be entered into the telephone as contacts in such an emergency. It was noted that the contact numbers of emergency contractors were already in the call-out telephone.

Discussion took place on whether, now that the trial period with Public Halls had been completed, all Town Councillors should be on the weekend telephone rota.

**RECOMMENDED** that the Town Council consider extending the emergency weekend call-out telephone rota for The Avenue Pavilion to include all Town Councillors.

PH 0423

**PROPOSED PURCHASE OF A REPLACEMENT DANCE FLOOR FOR  
THE ROSE ROOM**

The Committee considered the four quotations for a replacement dance floor for the Rose Room. The Rose Room, which was carpeted, was increasingly being used for weddings and parties where a dance floor was required. The Festival Hall Manager advised that the floor type requested was one to industry standards and easy to clip together.

The cheapest quotation received (Company B) was for a floor not to industry standards. The next cheapest quotation from Company A was to industry standard, was easy to clip together, and would be more widely supported. A floor of 15 ft.square would give a dance floor of ideal size and it would also fit on one trolley. When required, the floor could be made smaller. A copy of the report is attached to these Minutes as Appendix C.

**RESOLVED** that the 15 ft.square dance floor, to industry standard 'Floorlok', be purchased from Company A (later revealed as Portable Floormaker) at a cost of £2,338.73 which was within the agreed budget of £3,000.00

*There being no further business, the meeting closed at 7.22 p.m.*



## Festival Hall Managers Report

November 2013

### Events

- 3<sup>rd</sup>-10<sup>th</sup> November      Lion and Unicorn Players
- 12<sup>th</sup> November            New Savoy Cinema
- 13<sup>th</sup>-14<sup>th</sup> November      Save The Children Gift Fair
- 16<sup>th</sup>-24<sup>th</sup> November      Petersfield Theatre Group
- 27<sup>th</sup> November            TPS awards evening
- 28<sup>th</sup> November            Petersfield Orchestra
- 30<sup>th</sup> November            Froxfield Choir
- 1<sup>st</sup> December             Kealidoscope Orchestra
- 3<sup>rd</sup> December             Hampshire Blood Service
- 4<sup>th</sup> December             Toy Fair
- 5<sup>th</sup> December             The Doors Alive (band)
- 6<sup>th</sup>-7<sup>th</sup> December        Giant Christmas Market
- 8<sup>th</sup>-15<sup>th</sup> December        Petersfield Youth Theatre

### Usage

Below are the usage statistics for October.

- Festival Hall              25 Bookings              306 hours Booked
- Rose Room                15 Bookings              63 hours Booked

### General

- Two Additional Lockers have been installed in the Green Room.

Jonathan Tucker  
Festival Hall Manager  
11/11/13

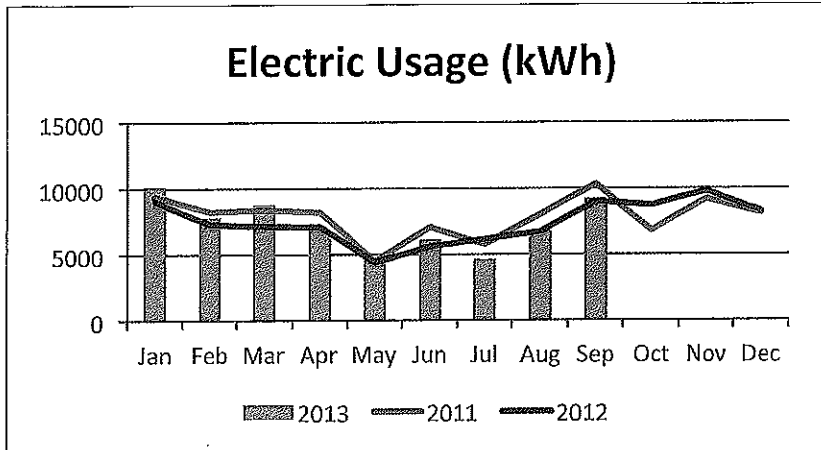


## Petersfield Town Council

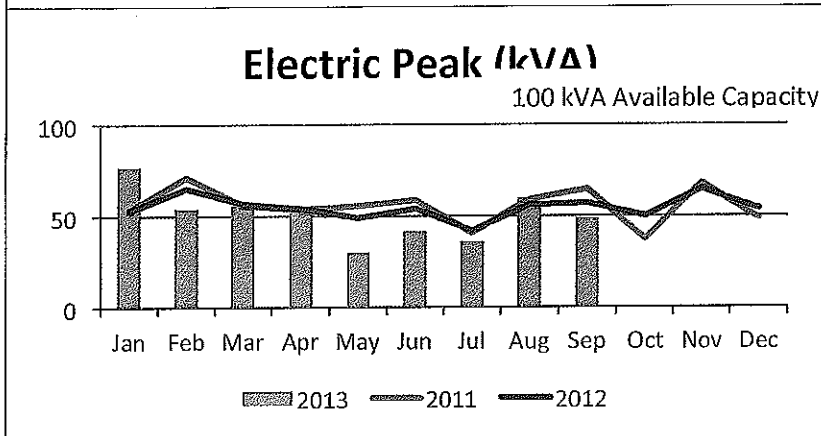
### Auditel Monthly Utility Report – September 2013

**Site: Town Hall**

This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.



2% above on September last year.



Peak lower year on year at 49.

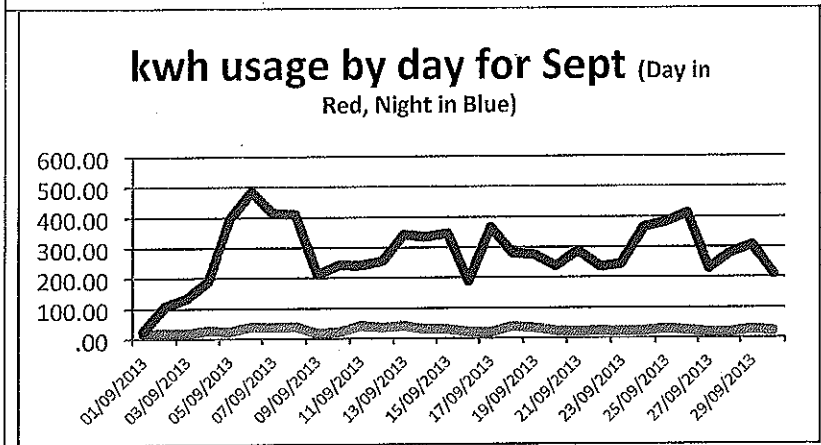
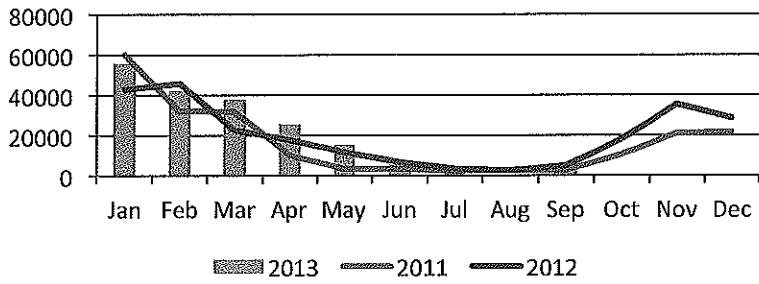


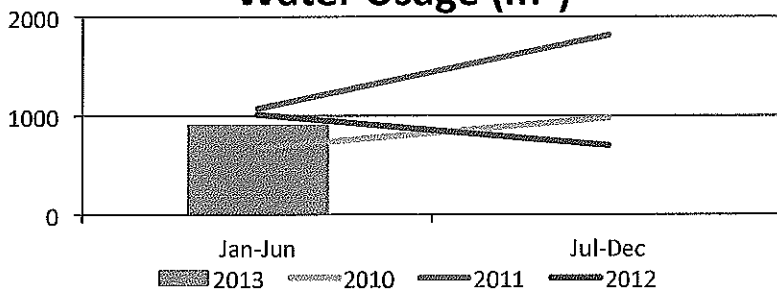
Chart shows September daily usage split by Day and Night units.

### Gas Usage (kWh)



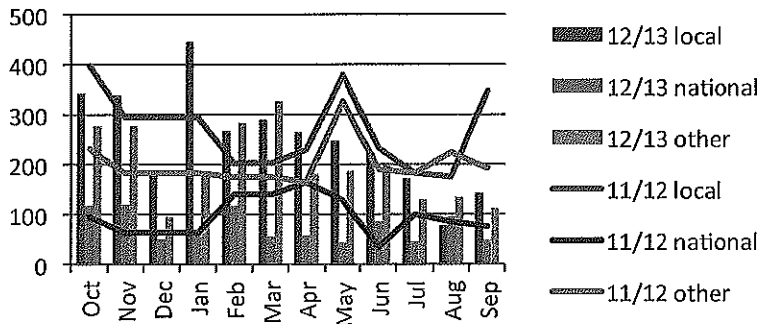
September 46% lower than usage last year, albeit smaller usages.

### Water Usage (m<sup>3</sup>)



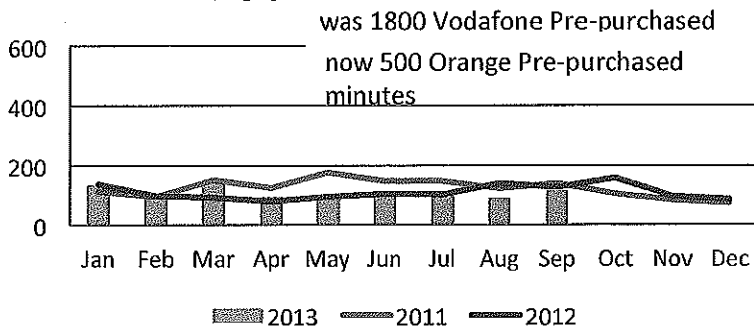
Town Hall water usage from Jan to Jun 13 slightly down on last year.

### Landline Usage (Mins)

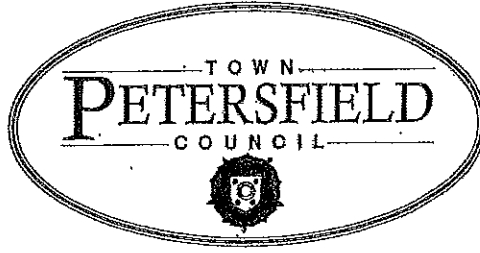


September down on usage to last year, national calls similar.

### Mobile Usage (Mins)



Usage similar in September year on year.



## Public Halls Committee

### Rose Room Dance Floor

#### **Background**

The current dance floor is now showing signs of age and is not easy or straight forward to put together. As a result it was agreed to include a replacement floor within the budget for this financial year.

The old floor size is 15ft x 12ft so in seeking a replacement the aim was to provide a facility at least the size we currently have and preferably better.

All contractors were asked to quote for an oak floor which is what we currently have and initially to supply a floor 18ft x 18ft. Subsequently it became apparent that a floor of this size would require two storage trolleys that would hold it when not in use. However a dance floor of 15ft x 15ft could be stored on one trolley only, thus saving space which is always at a significant premium in the building.

None of the companies that have supplied quotations are known to us because of the specialist nature of the work undertaken.

#### **Quotations**

##### Company A

Provided quotes for both the 18ft and 15ft square floors. Their system uses the industry standard 'Floorlok' within the floor's construction. Payment would be required with order. Production lead time for the 18ft square floor would be approximately 3 weeks and for the 15ft square floor it would be 10-14 days.

##### Cost:

18ft square floor with trolleys and delivery	£3,446.97 plus VAT
15ft square floor with trolley and delivery	£2,338.73 plus VAT

##### Company B

Provided quotes for both 18ft and 15ft square floors. They use a jatoba hardwood for their floors rather than oak, which is similar in colour. It is easy to lay and can be done by one person in a few minutes. Both products are currently in stock and can be delivered next day. Their system for locking the floor together differs from the industry standard version and has been designed in-house.



Cost:

18ft square floor with trolleys & delivery	£3,148 plus VAT
15ft square floor with trolley and delivery	£2,060 plus VAT

#### Company C

Provided a quote for both the 18ft and 15ft square floors. The floor is an oak parquet interlocking dance floor which is easy to maintain and can be assembled in minutes. No mention is made of a delivery charge or whether a trolley is provided.

Cost:

18ft square dance floor	£3,592.67 plus VAT
15ft square dance floor	£2,470.37 plus VAT

#### Company D

Provide a quote for the 18ft square floor only. Delivery is in approximately 4-6 weeks from time of order and price includes delivery plus necessary storage trolleys. Payment is required with order. A 3 year warranty on components is included. Assembly is the least straight forward of all the floors quoted. A 15% preferential discount is included in the cost figure quoted below.

Cost:

18ft square dance floor with trolleys and delivery	£3,748.50 plus VAT
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In view of the cost above it was deemed unnecessary to request a quotation for the 15ft square floor.

#### **Summary and recommendation**

In accordance with Financial Regulations there are three quotations for the 15ft square floor and four quotations for the 18ft square floor for members to consider. Additionally, there is a budget allocation for the new dance floor of £3,000.

The cheapest quotation is the only one that is not constructed of oak and the only one that does not use the industry wide standard locking system. Members will need to consider if this is a significant matter or not however, officers' opinion is that the Council would be better served by opting for a system that uses the standard floor-locking system especially as this remains within the original budget set. Warranty terms for the floor are not mentioned by Companies A, B or C and would require investigation and confirmation.

**Bearing in mind the budget allocation available and the quotations received it is recommended that Contractor A be commissioned to supply a 15ft square dance floor at a cost of £2,338.73 plus VAT.**

Neil Hitch  
Town Clerk  
31st October 2013