

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 14 October 2013 at 6.30 p.m.

PRESENT Cllr C Mills (Chairman), Cllr G Budden, Cllr V Clarke, 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 2 members of the public.

PH 0343 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

PH 0344 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

PH 0345 **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

PH 0346 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PH 0347 **APPROVAL OF MINUTES**

RESOLVED: that the Minutes of the meeting of the Public Halls Committee, held on 9 September 2013, be approved.

PH 0348 **PUBLIC REPRESENTATION**

No requests to speak had been received.

PH 0349 **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 0350

PUBLIC HALLS SUB-COMMITTEE MEETING
HELD ON 9 SEPTEMBER 2013

Members received and noted the minutes of the Public Hall Sub-Committee meeting held on 9 September 2013. Reference was made to the following points:

4 (a)

Notice boards: The Town Clerk advised that he had received two quotations, and was awaiting a third and possibly a fourth, for the notice boards which would be erected at the front and the rear of the Festival Hall. The costings would then go to the Finance & General Purposes Committee for their approval.

Possible removal of showers: The Orchestral Society should be approached for their views on removing the showers.

Possible replacement of stage floor: No definitive costs were available at present but it was felt that these could be in the region of £10,000. Having 3-4 layers of 3 mm ply would enable layers to be taken up as they became worn without the necessity of replacing the whole floor. With an increase of dance groups using the stage, the stage flooring could become an issue.

Stage lift: It was felt important that the creaking in the lift should be investigated.

4 (b)

The Town Clerk advised that he would include all the items in the first draft budget for subsequent consideration.

PH 0351

UTILITY REPORT FROM AUDITEL

Members received the monthly utility report from Auditel for the Festival Hall for August 2013.

It was noted that the month of August usually has low electricity usage and the higher surge towards the end of August was due to the Arts and Crafts Exhibition which had required day-long lighting.

PH 0352

CAR PARKING ISSUE AT THE AVENUE PAVILION
(PH 0259 September 2013 refers)

Members discussed in detail the car parking issues at The Avenue Pavilion and the feedback received from regular hirers on the proposals that were being considered to alleviate the problems.

It was noted that the Caretaker had tried keeping the car park gates shut whenever possible between hiring sessions. Although this had kept the car park emptier for longer, it had not solved the problem. There had been complaints from the public using the Avenue grounds if they could not get into the car park but the notice states that the use of the car park is for registered hirers only.

Locking the car park gates between hirings now appeared to be the only solution. A combination lock was the preferred option and the combination would be given to regular/registered hirers. The gates would be opened before a hiring, remain open during the hiring, and closed and locked at the end. Signs would need to include a warning to the public that the gates would be locked. In the event that unauthorised cars remained after a hiring and were locked in the car park, the contact number for the caretaker would be included in the signs and also the weekend contact number for the on-duty Councillor.

The Committee agreed that new signs should be put in place warning the public that the gates would be locked. A trial period would then follow when the gates would be shut but not actually locked. The quality of in-house signage would not be adequate and costings would be obtained for outsourcing the signs. There would need to be at least two prominent signs - one on the board and one on/by the gate.

RESOLVED that the costs of signage be investigated.

RESOLVED that the Chairman and Town Clerk liaise to progress the agreed action and that, in the event of any problem, the matter be brought back to the Public Halls Committee at their next meeting on 11 November 2013.

PH 0353

**REVIEW OF HIRING REGULATIONS FOR THE AVENUE PAVILION,
THE FESTIVAL HALL AND ROSE ROOM**

(PH 0260 September 2013 refers)

Members reviewed and compared the current hiring regulations for The Avenue Pavilion and the Festival Hall and Rose Room.

The following minor changes in the hiring regulations for The Avenue Pavilion were agreed:

- No. 11 Update to match paragraph 16 in the Festival Hall policy.
- No. 23 Correct wording to refer to The Avenue Pavilion and not Town Hall.
- No. 39 Remove quotation marks around the word *open*.
- No. 51 Correct first word.
- No. 55 In the last sentence, insert the words "or, at the weekends, the on-duty Councillor"

It was also agreed that the Public Liability Insurance requirement for The Avenue Pavilion should remain at £2m (two million).

There were no changes to be made to the hiring regulations for the Festival Hall and Rose Room. The Festival Hall Manager advised that the current number of maximum persons for each room, quoted in paragraph 45, was in the process of being re-evaluated.

The review of the hiring regulations had been requested by the Committee prior to their consideration of a suggestion received that the discount rate for regular hirers of The Avenue Pavilion, who use the Pavilion for more than one day a week, be increased. Currently all weekly hirers received a 10% discount for one or more regular days per week. After considerable discussion, an increase in the discount from 10% to 15% was proposed for those regular hirers of more than one day a week once they have used the facilities for a minimum of six months.

RESOLVED that the agreed amendments be made to the hiring regulations for The Avenue Pavilion, to be effective from 1 January 2014, and that copies be distributed to all regular hirers; the Chairman and the Town Clerk to proof read the final copy before its distribution.

RECOMMENDED that the discount rate be increased from 10% to 15% for regular hirers of The Avenue Pavilion who hired the premises for more than one day per week.

There being no further business, the meeting closed at 7.20 p.m.



Festival Hall Managers Report

October 2013

Events

- | | |
|--|----------------------------|
| ▪ 5 th -13 th October | Winton Players |
| ▪ 15 th October | New Savoy Cinema |
| ▪ 18 th October | Woolovers Clothing Sale |
| ▪ 19 th October | Diabetes UK Choral Concert |
| ▪ 23 rd October | Toy Fair |
| ▪ 29 th October | New Savoy Cinema |
| ▪ 1 st November | Lions Club Quiz |
| ▪ 2 nd November | Greys Coach Travel |
| ▪ 3 rd -10 th November | Lion and Unicorn Players |

Usage

Below are the usage statistics for October.

- | | | |
|-----------------|-------------|------------------|
| • Festival Hall | 19 Bookings | 226 hours Booked |
| • Rose Room | 13 Bookings | 57 hours Booked |

General

- The Fire Alarm and Emergency Lights have been serviced.
- The Air Conditioning Units have been serviced.

Jonathan Tucker
Festival Hall Manager
14/10/13