

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 9 September 2013 at 6.30 p.m.

**PRESENT** Cllr C Mills (Chairman), Cllr A Tarver and Cllr G Watkinson.

**Also in attendance:** Mr N Hitch (Town Clerk), Cllr J Deane, Mr J Tucker (Festival Hall Manager), Mrs A Church (Committee Administrator) and six members of the Public Halls Sub-Committee.

**PH 0250** CHAIRMAN'S COMMENTS

The Chairman had no comments.

**PH 0251** APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Budden, Cllr V Clarke and Cllr Ms M Vincent.

**PH 0252** DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

**PH 0253** DECLARATIONS OF INTEREST

There were no declarations of interest.

**PH 0254** APPROVAL OF MINUTES

**RESOLVED:** that the Minutes of the meeting of the Public Halls Committee, held on 8 July 2013, be approved.

**PH 0255** PUBLIC REPRESENTATION

No requests to speak had been received.

**PH 0256** 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 0257      **UTILITY REPORT FROM AUDITEL**

Members received the monthly utility report from Auditel for the Festival Hall for June 2013. It was noted that, although solar panels had been installed, the electric peak usage for June 2013 was slightly above that for June 2012.

PH 0258      **NOTES FROM THE FESTIVAL HALL & ROSE ROOM USERS MEETING HELD ON 27 JULY 2013**

The Committee received and considered the notes from the Festival Hall & Rose Room Users meeting held on 27 July 2013.

- (a) Notice Boards: The Town Clerk would obtain costings for the two notice boards to be erected, one at the front and one at the rear of the Festival Hall, and these would be considered at the next Public Halls meeting. It was noted that, at present, there is no indication, even from the rear car park, that the Festival Hall is also a theatre.
- (b) General Advertising: Festival Hall events were published in the Petersfield Town Council newsletter, giving free advertising for all Festival Hall hirers.
- (c) Bolt on Box Office: The Festival Hall Manager would look into the cost of fixing a bolt on the inside of the box office door. However, it was not felt that putting a bolt on the door would be necessary.
- (d) Emergency Procedure: The Festival Hall Manager had purchased a spill kit which is kept in the Front of House Manager's office in the Festival Hall foyer.
- (e) Seats for Disabled: Spaces requested for wheelchair users were always made available.
- (f) Live Screening of Productions: Live screening of major productions were too expensive but a copy on disc could be obtained after a production and shown as a film.

PH 0259      **NOTES FROM THE AVENUE PAVILION USERS MEETING HELD ON 20 AUGUST 2013**

The Committee received and considered the Notes of the Avenue Pavilion Users meeting held on 20 August 2013.

- (a) Car Parking: Several proposals to alleviate the current parking problems had been considered at the meeting and the Town Clerk was awaiting feedback from all regular hirers who had now received a consultation letter asking for their views. The car parking issue would then be brought to the next Public Halls Committee Meeting on 14 October for further discussion.
- (b) Kick Wall: The Town Clerk was awaiting feedback from members of the Avenue Users Group on their views of the current use of the kick wall.
- (c) Chairs: The Festival Hall Manager would investigate the cost of purchasing the extra ten chairs that had been requested by a hirer and report back to the Committee.
- (d) General: The Committee noted that the small radiators under the window were not working efficiently, mainly due to the flooring. It was agreed that the building had never been warm as it had originally been built as a table tennis venue. There were now new types of heating available and the Town Clerk advised that he would look into the costings for upgrading the heating for future consideration by the Committee.

PH 0260

**REVIEW OF HIRING REGULATIONS FOR THE AVENUE PAVILION**

The Town Clerk advised that he had received a suggestion that it may be fairer to increase the discount rate for regular hirers who use the Pavilion more than one day a week. Currently, all weekly hirers receive a 10% discount for one or more regular days per week. The Hiring Regulations are on the website and paper copies are also available from the Town Council office.

**RESOLVED** that the current Hiring Regulations for The Avenue Pavilion, the Festival Hall and the Rose Room be reviewed by the Committee at their next meeting on 14 October 2013.

PH 0261

**REPORTS BY BUREAU VERITAS ON LIFTING EQUIPMENT**

The Committee received and considered the reports by Bureau Veritas on the "Thorough In Service Examination of Lifting Equipment" carried out on 25 July 2013. No defects which are or which could become a danger to persons had been found. The comment on Ref No. 1-898688862 was noted and no further action was required.

PH 0262

**LED LIGHTING REVIEW IN THE TOWN AND FESTIVAL HALLS**

The Committee received and considered the report from Auditel following their free inspection of the current lighting and the anticipated savings that could be made by changing to LED lighting. It was felt that there were too many variables to be able to confirm the quoted savings. The Committee noted the report by Auditel but agreed that change to LED would be looked at as each light fitting became due for replacement. The Committee would also consider, in the future, whether one area could be isolated and replaced by LED lighting to verify any possible saving.

The Festival Manager advised that some electric usage saving could be made by installing more PIR lighting movement sensors which were inexpensive and relatively easy to fit. A PIR sensor was already installed in the Gents Toilets.

PH 0263

**FEEDBACK ON CINEMA - SERVICE AND EQUIPMENT**

The Committee received and noted the PTC New Savoy Cinema Report dated 29 August 2013.

The Committee also considered the feedback received on the service and equipment provided. It was noted that not all members of the public were aware of the cinema showings at the Festival Hall and more publicity leaflets were needed around Petersfield. Further approaches would be made to doctors' surgeries and local schools asking for their help to promote publicity. Leaflets would also be put on the proposed notice boards at the Festival Hall. It was also noted that more volunteers were needed on cinema days.

The Town Clerk said he had received numerous comments of appreciation on the improved film quality since the equipment had been updated. The cinema was slowly recovering the cost of the equipment and increased audiences would help to accelerate this. The choice of films was a critical factor in attracting more customers.

PH 0264

**FESTIVAL HALL LEAFLET**

The current Festival Hall leaflets contained incorrect facts. The Festival Hall Working Party were currently correcting these and the details would be passed to the Town Clerk and Festival Hall Manager for the reprinting of the leaflets.

**RESOLVED** that the errors in Festival Hall leaflets be corrected and that the leaflets be reprinted.

ITEMS FOR INCLUSION IN REVENUE & CAPITAL DRAFT BUDGET

The Committee considered in detail the items to be included in the Revenue and Capital first draft budget for 2014 – 2015. It was agreed that some items, deferred from the current year's budget, should be included in 2014 – 2015.

The Town Clerk asked the Committee to note that the main steel shutter in Reception needed to be replaced with a lockable wooden door to provide security when staff were working on their own in the offices.

**RESOLVED** that the following items be considered for inclusion in the first draft budget for 2014 – 2015

	Budget £	Priority
<b><u>Capital</u></b>		
<i>(b/f from previous year)</i>		
<b>Festival Hall extra lighting positions</b>	<b>10,000</b>	<b>A</b>
<b>Town Hall Reception alterations</b> <i>(revised for investigation &amp; plans only)</i>	<b>2,000</b>	<b>A</b>
<b>Double glazing to Rose Room &amp; FH Offices</b>	<b>12,500</b>	<b>C</b>
<b>Festival Hall lowerable front of house bars</b>	<b>35,000</b>	<b>A</b>
<i>(new items for draft budget)</i>		
<b>Festival Hall - making border lowerable</b>	<b>10,000</b>	<b>A</b>
	<b><u>69,500</u></b>	
<b><u>Revenue</u></b>		
<i>(b/f from previous year)</i>		
<b>Re-decoration (external &amp; toilets) of Avenue Pavilion</b>	<b>3,000</b>	<b>B</b>
<b>Parcans - LED portable lights for stage</b>	<b>6,000</b>	<b>C</b>
<b>Repair/re-tarmac surface outside Town Hall office</b>	<b>750</b>	<b>B</b>
<b>Decorate Festival Hall Foyer</b>	<b>1,500</b>	<b>A</b>
<b>Re-decorate Festival Hall, Rose Room and Toilets</b>	<b>10,000</b>	<b>A</b>
<b>Rose Room Bar + Toilets: anti-slip surface</b>	<b>3,000</b>	<b>B</b>
<b>Green Room toilets + corridor</b>	<b>3,000</b>	<b>B</b>
<b>Changing Rooms + corridor</b>	<b>6,000</b>	<b>B</b>
<i>(new items for draft budget)</i>		
<b>PIR lighting movement sensors</b>	<b>2,000</b>	<b>B</b>
<b>Ceiling mounted projector and screen for Chamber</b>	<b>2,000</b>	<b>A</b>
	<b><u>37,250</u></b>	

**REQUEST TO HIRE ROSE ROOM DURING CHRISTMAS SHUT-DOWN**

The Committee considered a request to hire the Rose Room for a 90<sup>th</sup> birthday celebration from 9 am - 5 pm on Saturday 28 December 2013 which is during the annual Town Council Christmas/New Year shut-down period. The Festival Hall Manager said that he and his Assistant would be prepared to work on that day as it was a special event but, at present, there was no policy to enable them to be given a day's holiday in lieu.

**RESOLVED** that, at their next meeting, the Staff Panel be requested to create a policy for granting holiday in lieu of working during a shut-down period.

**RESOLVED** that the Festival Hall Manager address the Staff Panel to explain the logistics involved when working during a shut-down period.

*There being no further business, the meeting closed at 8.10 p.m.*

*A Meeting of the Public Halls Sub-Committee then followed*



## Festival Hall Managers Report

September 2013

### Events

- |   |  |
|---|--|
| ▪ 14 <sup>th</sup> August                     | Hampshire Blood Service                |
| ▪ 16 <sup>th</sup> -27 <sup>th</sup> August   | Petersfield Arts and Crafts Exhibition |
| ▪ 4 <sup>th</sup> -7 <sup>th</sup> September  | Penman Antiques Fair                   |
| ▪ 9 <sup>th</sup> -29 <sup>th</sup> September | Petersfield Youth Theatre              |
| ▪ 5 <sup>th</sup> -13 <sup>th</sup> October   | Winton Players                         |

### Usage

Below are the usage statistics for August.

- |                 |            |                  |
|-----------------|------------|------------------|
| • Festival Hall | 4 Bookings | 243 hours Booked |
| • Rose Room     | 3 Bookings | 11 hours Booked  |

Below are the usage statistics for September.

- |                 |            |                  |
|-----------------|------------|------------------|
| • Festival Hall | 2 Bookings | 378 hours Booked |
| • Rose Room     | 2 Bookings | 103 hours Booked |

### General

- The Genie (MEWP) Has been serviced
- The Fire Extinguishers at the Festival Hall and Avenue have been serviced.
- Our Insurance Company has inspected the Lifts, Genie and Tallescope.

### Fire Audit

We were visited by Hampshire Fire and Rescue Service on the 25/07/13 who undertook a fire audit of the Festival Hall. This involved looking at all relevant documentation and a walk round of the premises.

The Conclusion of this visit was:

“Aside from any minor fire safety issues identified to you by my officer and based on the documents and areas checked, the outcome of the fire safety audit indicates that the responsible person and the premises were found to be broadly compliant with the Regulatory Reform (Fire Safety) order 2005”

Jonathan Tucker  
Festival Hall Manager  
09/08/13