

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 14 July 2014 at 6.30 p.m.

PRESENT Cllr J Deane (Chairman), Cllr V Clarke (*from 7.38 pm*), Cllr C Mills, 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) and the Town Mayor. Three members of the public were present.

PH 0128 CHAIRMAN'S COMMENTS

The Chairman advised:

- Solar Panels for the Avenue Pavilion: Following the verbal presentation at the last Council meeting by Mr J Charnock-Wilson of the East Hampshire Environment Network (EHEN) concerning the potential for solar panels for the Avenue Pavilion, a viability survey by EHEN was still awaited.
- Town & Festival Halls: Following an in-depth tour of the complete Town Hall building with the Festival Hall Manager, the Chairman wished to support the proposal for an additional Hall Technician given the need to cover all aspects of fire prevention, security and electrical monitoring.

Making good the effects of last winter, which had resulted in water penetration into the fabric of the Town Hall, was in progress. A report is awaited from the Loss Adjuster following his inspection of the damage on 3 July 2014 and it is possible that the Council may incur some unplanned maintenance costs.

PH 0129 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PH 0130 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

PH 0131 DECLARATIONS OF INTEREST

There were no declarations of interest.

PH 0132 APPROVAL OF MINUTES

RESOLVED that the Minutes of the meeting of the Public Halls Committee, held on 9 June 2014, be approved.

PH 0133 PUBLIC REPRESENTATION

No requests from members of the public to speak had been received.

PH 0134 FESTIVAL HALL MANAGER'S REPORT

Members received and noted the Festival Hall Manager's Report for July 2014, a copy of which is attached to these Minutes at Appendix A.

Cllr Clarke joined the meeting at 7.38 pm

PH 0135 UTILITY REPORTS FROM AUDITEL

Members received and noted the monthly utility reports from Auditel for the Festival Hall for May 2014.

PH 0136 REQUEST TO HIRE THE AVENUE PAVILION ON 27 DECEMBER 2014

The Committee considered a request by a member of the public to hire the Avenue Pavilion for a family function on Saturday 27 December 2014 which was during the Christmas holiday closure period. Enquiries concerning the availability and cost of cleaning services for the Pavilion following the hire would be obtained from Meon Cleaning Services; in the event of non-availability of cleaning services on that day, Councillors would check the Pavilion after the hire.

RESOLVED that the booking for the hire of the Avenue Pavilion on Saturday 27 December 2014 be accepted.

RESOLVED that Meon Cleaning Services be contacted concerning availability and cost of providing cleaning services for the Avenue Pavilion following the hire on 27 December 2014.

PH 0137 LOCKING OF THE GATE AT THE AVENUE PAVILION CAR PARK

Following the trial period, the Committee discussed and reviewed the efficacy of the decision to lock the gates of the Avenue Pavilion car park between hirings. The main problem on weekdays had been with car parking issues concerning people who worked in Petersfield. It was agreed that, overall, locking the gate had been effective and should continue but that a

further trial period should be introduced for the relaxation of the rules at weekends to allow parking by non-hirers of the Pavilion.

RESOLVED that the locking of the Avenue Pavilion car park between hirings should continue on weekdays.

RESOLVED that a further trial period of three months be introduced to allow car parking in the Avenue Pavilion car park at weekends by non-hirers of the Pavilion.

PH 0138

CONDITION OF FESTIVAL HALL STAGE FLOOR AND STAGE LIFTS' FLOOR

The Committee considered a report by the Festival Hall Manager on the condition of the Festival Hall stage floor (*copy is attached to these Minutes at Appendix B*). The opinion of the flooring contractor was that the stage floor did not need to be replaced but just sanded and sealed.

The floors of the three stage lifts were creaking badly and the contractor advised that the only solution would be to strip off the floor slats and lay them on a plywood base; however, there was no guarantee that the slats would come off in a re-usable condition which then would incur extra costs.

Members considered the quotations received for the maintenance required on the main Hall floor, the stage floor and the stage lifts' floors. It was noted that the time needed for the maintenance in the Festival Hall would be two days for the main floor, three days for the stage floor and two days for the stage lifts. It was agreed that all the required maintenance work on these areas should be carried out and be funded from current Budget and Earmarked Reserves. It was also agreed that, should any stage lifts' slats need replacing, the extra cost involved (maximum £1,140) would come from virement or Earmarked Reserves depending on the final overall cost.

RECOMMENDED that the Finance & General Purposes Committee approve the three quotations for the maintenance of the Festival Hall floors at a total cost of between £6,160 - £7,300; that the cost of £6,160 be funded from current Budget and Earmarked Reserves; that any additional cost, up to a maximum of £1,140, be funded from virement or Earmarked Reserves.

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|---|--------|
| 1. Sanding and sealing of Festival Hall Floor | £3,250 |
| 2. Sanding and sealing of stage floor | £1,700 |
| 3. Re-laying of stage lift tops | £1,210 |
| + cost of any damaged timber : max | £1,140 |

PH 0139

SECURITY OF EXTERNAL DEFIBRILLATOR

The Town Clerk advised that one of the two defibrillators had been delivered and installed in the foyer of the Town Hall by Heart Plus UK. The casing for the second defibrillator had been mounted on the side wall of the Festival

Hall. Both defibrillators were covered by the Council's insurance. The Chairman, three members of staff and an employee from one of the upstairs offices had attended a cardiopulmonary resuscitation (CPR) and defibrillator training course, provided by Heart Plus UK, in the Council Chamber on 7 July 2014.

The second defibrillator was not yet installed as the question of its security needed discussion. The Committee discussed the feasibility of moving it to the front of the Town Hall where there were movement sensors. However, the front of the building caught the sun which could cause damage to the defibrillator. The outside defibrillator would be delivered, installed and alarmed by Heart Plus when the possibility of moving it to the front of the building would be discussed with them.

PH 0140 **CEILING-FIXED PROJECTOR AND SCREEN FOR COUNCIL CHAMBER**

The Committee considered two quotations A and B for the supply of a ceiling-fixed projector and screen for the Council Chamber and also for the supply of the optional extras of a projector lift and motorised screen quoted by contractor B (*a copy is attached to these Minutes at Appendix B*). Discussion took place on where such equipment would be positioned in the Council Chamber. It was agreed that the screen should be placed at the door of the Chamber which would require the chairs, used by the public at planning and other committee meetings, to be moved.

RECOMMENDED that the Finance & General Purposes Committee approve the quotation from contractor B in the sum of **£1,545.00** for the supply of a ceiling-fixed projector and screen for Council Chamber; that the quotations from contractor B also be approved for the supply of the optional extras of a projector lift in the sum of **£800.00** and a motorised screen in the sum of **£260.00** (Total Cost: **£2,605.00**)

Note: Before placing the order, confirmation should be obtained that the quotation from contractor A for **£1,721.00** + the optional extras not yet quoted does not exceed the sum of **£2,605.00**).

CONFIDENTIAL

PH 0141 **HEADS OF TERMS FOR NEW LEASE FOR SUITE 2 OFFICES**

The Committee reviewed and approved the Heads of Terms for the new lease for Suite 2 Offices.

RESOLVED that the Heads of Terms for the new lease to PS Financial Advisers Ltd for Suite 2, Festival Hall Offices be implemented for a further five years, with a three year break clause; that the rent be assessed by the District Valuer

There being no further business, the meeting closed at 7.22 pm



Festival Hall Managers Report

July 2014

Events

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| ▪ 6th-12 th July | Petersfield Academy of dance |
| ▪ 15 th July | Havant Clarinet and Saxophone choir |
| ▪ 16 th July | TPS Sports awards |
| ▪ 20 th July | Classique School of Dance |
| ▪ 22 nd July | New Savoy Cinema |
| ▪ 23 rd July | Toy Fair |
| ▪ 8 th August | Hampshire Blood Service |
| ▪ 9 th August | Robbie Williams Tribute Gig |
| ▪ 12 th August | New Savoy Cinema |
| ▪ 14 th August | Hampshire Blood Service |
| ▪ 15 th -26 th August | Petersfield Arts and Crafts Exhibition |
| ▪ 3 ^r -7 th September | Penman Antiques Fair |
| ▪ 9 th -22 nd September | Petersfield Youth Theatre |

Usage

Below are the usage statistics for June.

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| • Festival Hall | 7 Bookings | 74 hours Booked |
| • Rose Room | 2 Bookings | 5 hours Booked |

Below are the usage statistics for June.

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| • Festival Hall | 15 Bookings | 186 hours Booked |
| • Rose Room | 14 Bookings | 155 hours booked |

Follow Spots

I visited The Kings theatre in Southsea to take a look at the Pani 1202 follow spots that they have offered us and I am pleased to say that they are both in extremely good condition. Payment is now being processed and as soon as it has been received I will return to collect them.

Jonathan Tucker
Festival Hall Manager
11/07/14



Council Chamber Projection Equipment

I obtained quotes for this project 2 years ago so I contacted the 2 contractors that supplied the cheapest quotations at that time to provide updated prices.

- Contractor A. £1,721.66
- Contractor B £1,545.00

Contractor B also offered 2 optional extras of:

- Projector Lift (Like the one in the Rose Room) £800.00
- Motorized Screen £260.00

Hall Floor

The Hall Floor is due to be Sanded and sealed and while the contractor was here I asked him to provide a quotation to stop the lifts from squeaking and to replace the stage floor. He advised that the Stage floor did not need to be replaced and that it just needed to be sanded and sealed.

The Quotations are as follow:

- Sand and seal Hall Floor £3,250.00
- Re lay lift tops £1,210.00 + the cost of any damaged timber
Maximum cost would be £1,140.00
- Sand and seal Stage £1,700.00

Jonathan Tucker
Festival Hall Manager
14/07/14