

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 8 September 2014 at 6.30 p.m.

PRESENT Cllr J Deane (Chairman), 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 (Committee Administrator), Town Mayor and two members of the Public Halls Sub-Committee.

PH 0219 CHAIRMAN'S COMMENTS

The Chairman had no comments.

PH 0220 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr V Clarke.

PH 0221 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

PH 0222 DECLARATIONS OF INTEREST

There were no declarations of interest.

PH 0223 APPROVAL OF MINUTES

RESOLVED that the Minutes of the meeting of the Public Halls Committee, held on 14 July 2014, be approved.

It was noted that the ceiling-fixed projector and screen for the Council Chamber had now been ordered (Ref: Minute PH 0140)

PH 0224 PUBLIC REPRESENTATION

A request to speak had been received from Mr Simon Auty, a member of the Public Halls Sub-Committee.

Mr Auty said that, if there were to be a plan for the future changes to be made to the fabric of the building of the Festival Hall, he hoped that the Council would liaise with all the hirers of the Festival Hall on their specific needs and he suggested that a questionnaire be circulated to the users of the Festival Hall. The Committee felt that users of the Festival Hall currently had the opportunity to express their views and needs at the regularly held Festival Hall Users Meetings. As any changes to the fabric of the Festival Hall building were not imminent, the decision on whether to circulate a questionnaire would be deferred until nearer the time.

PH 0225 FESTIVAL HALL MANAGER'S REPORT

Members received and noted a verbal report from the Festival Hall Manager. He confirmed that the stage floor had now been sanded and sealed as agreed (*Minute PH 0138 July 2014*) and the colour was slightly darker than previously; the related work on the floor of the Festival Hall and the stage lift tops would be carried out at a later date.

PH 0226 UTILITY REPORT FROM AUDITEL

Members received and noted the monthly utility report from Auditel for the Festival Hall for June 2014; there were no queries to be raised.

PH 0227 NOTES OF THE PUBLIC HALLS SUB-COMMITTEE MEETING HELD ON 14 JULY 2014

The Committee received and considered the Notes of the Public Halls Sub-Committee Meeting held on 14 July 2014. It was noted that the major matters raised in the Open Forum were included as separate items on the current Agenda.

PH 0228 ON-LINE TICKETING SERVICE FOR THE MOVIOLA CINEMA AND THE PURCHASE OF RELATED PRINTERS AND COMPUTER

The Committee considered the request, made by the Public Halls Sub-Committee at their meeting on 14 July 2014 (*Note 4(m)*), to introduce an on-line ticketing system and to install a printer and computer in the Box Office.

The proposed ticketing system would merely necessitate signing up to Ticket Source, an on-line service, and no purchase of software would be required. The only cost involved would be in the purchase and printing of actual tickets. The general public could go on-line to purchase tickets. Various options of the type of tickets purchased on-line could be selected by the event organiser. Tickets would still be available locally for purchase by members of the public who did not wish to use an on-line service. It was noted that the Petersfield Tourist Office and One Tree Books, both of whom sold tickets on

behalf of event organisers, were already using an on-line ticketing system and it would be advisable to contact them to ask their views.

The purchase of two printers would be required for the printing of the tickets – one in the main office and one in the Box Office. Also, there would need to be a computer in the Box Office. Such a ticketing system would give more uniform branding for Festival Hall events. It was proposed that, if the on-line ticketing system were introduced, it should initially be trialled for the Moviola cinema tickets until the end of the year before being extended to other events. Only one printer would be needed for the trial period.

After further discussion, the Committee

RECOMMENDED that the Finance & General Purposes Committee approve initially the purchase of a stock of tickets and one printer, at a total cost not exceeding £700, to trial an on-line ticketing service for the Moviola cinema, with the proviso that the Chairman check first the views of the Tourist Information Board and One Tree Books on their experience of on-line ticketing.

PH 0229 **PURCHASE OF SIX PARNELL LIGHTS FOR THE FESTIVAL HALL**

The Committee considered the request, made by the Public Halls Sub-Committee at their meeting on 14 July 2014 (*Note 4(n)*), to purchase six Parnell stage lights for the Festival Hall at a cost of approximately £2.5K.

After discussion, it was agreed that this was not an urgent issue but should be considered when improving the Festival Hall facilities. It would be included in the items for consideration in the first draft budget for 2015 – 2016.

PH 0230 **NOTES FROM THE FESTIVAL HALL & ROSE ROOM USERS MEETING HELD ON 28 JULY 2014**

The Committee received and noted the Notes from the Festival Hall & Rose Room Users meeting held on 28 July 2014.

PH 0231 **NOTES FROM THE AVENUE PAVILION USERS MEETING HELD ON 19 AUGUST 2014**

The Committee received and considered the Notes of the Avenue Pavilion Users Meeting held on 19 August 2014.

It was noted that the provision of a kick wall had again been raised and the Committee agreed that this item should be put on the Agenda for the next Public Halls Committee meeting on 13 October 2014.

PH 0232 PURCHASE OF A SECOND BLUE-RAY PLAYER FOR THE MOVIOLA CINEMA

Following the problem with the projector in the showing of the July 2014 Moviola film, which the Festival Hall Manager had confirmed was due to the blue-ray player, it had been proposed that a second blue-ray player be purchased. After discussion, it was agreed that it would suffice to purchase a digital analogue audio splitter and a domestic blue-ray player to be used as a fall-back in the event of any future similar problem. The Town Clerk confirmed that these could be purchased out of surplus Moviola funds.

RECOMMENDED that the Finance & General Purposes Committee approve the purchase of a digital analogue audio splitter and a domestic blue-ray player at a cost of approx. £200.00 to be met from Moviola surplus funds.

PH 0233 TO CONSIDER MOVING ONE OR BOTH DEFIBRILLATORS TO DIFFERENT SITES (*Minute PH 0139 – July 2014 refers*)

The Town Clerk confirmed that Heart Plus UK had now installed the second defibrillator into the box on the outside of the Festival Hall and, at the same time, had looked into the proposal that one or both defibrillators should be moved to different sites. There were limitations on where the outside defibrillator could be moved to a suitable, better lit position on the front of the Town Hall. Both defibrillators were leased and insured by the Council and there would be an electrical cost involved if they were to be moved.

RESOLVED that, at the present time, both defibrillators should remain at their present sites which were considered by Heart Plus UK to be suitable positions.

PH 0234 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 2015 - 2016. It was agreed that some items, deferred from the current year's budget, should be included in 2015 - 2016.

RESOLVED that the following items be considered for inclusion in the first draft budget for 2015 - 2016

	Budget £
<u>Capital</u>	
Festival Hall lowerable front of house bars (<i>b/f</i>)	35,000
[Double glazing to Rose Room & FH Offices (<i>b/f</i>)	
[+ Replacement doors to Festival Hall and to fire doors	25,000
Water ingress refurbishment of Town Hall	20,000

Remove showers to create a Dressing Room	4,000
Refurbishment of Ladies Toilets	25,000
Festival Hall re-pointing + coping stones	<u>T B A</u>
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<u>Revenue</u>	
Parnell lights	2,500
Parcans - LED portable lights for stage (b/f)	6,000
Repair/re-tarmac surface outside Town Hall office	750
Second Printer for Box Office	300
Second Display Cabinet for Town Hall Foyer	700
Rose Room Bar + Toilets: anti-slip surface (b/f)	3,000
Green Room toilets + corridor: anti-slip surface (b/f)	3,000
Changing Rooms + corridor: anti-slip surface (b/f)	6,000
Green Room and Office replacement carpets	6,000
Air Dryers in Town Hall and Festival Hall toilets	1,000
Replace damaged windows in Avenue Pavilion	<u>T B A</u>
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In view of the confidential nature of the business about to be discussed, it was **RESOLVED** that the public and press be asked to leave the meeting

CONFIDENTIAL

PH 0235 PATS (PETS AS THERAPY) DOGS IN THE FESTIVAL HALL

Discussion took place on the regulations for a Recognised Assistance Dog, registered with organisations that are Full Members of Assistance Dogs UK, that would allow it to accompany a person to events in the Festival Hall.

RESOLVED that it was not possible at this time for the Town Council to allow a dog, used only as a Pet for Therapy (PAT) and not registered as a Recognised Assistance Dog, to accompany a person to events in the Festival Hall where dogs were not permitted.

There being no further business, the meeting closed at 7.55 p.m.