

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber , Town Hall, Petersfield, on Monday 11<sup>th</sup> July 2016 at 6.30pm

**PRESENT** Cllr Mrs H Ayer (Chairman), Cllr P Humphries , Cllr Mrs V Morgans, Cllr J Palmer, Cllr Mrs M Vincent and Cllr G Watkinson

**Also in attendance** Mr N Hitch (Town Clerk), Mr J Tucker (Festival Hall Manager), Mr S Field (Office & Committees Manager), Ms Marian Cross (Minute Taking), Cllr J Deane (arrived 6.40pm). There were 5 member of the public present (3 arrived for Sub Committee Meeting at 7.20pm). There were no members of the press present.

**PH 0139** **CHAIRMAN'S COMMENTS**

The chairman welcomed everyone to the meeting.

**PH 0140** **APOLOGIES FOR ABSENCE**

There were no apologies.

**PH 0141** **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

**PH 0142** **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PH 0143** **APPROVAL OF MINUTES**

The Public Halls Committee minutes of the meeting held on 13<sup>th</sup> June 2016, previously circulated, were approved.

**RESOLVED:** That the Minutes of the Public Halls Committee, held on 13<sup>th</sup> June 2016, be approved.

**PH 0144** **PUBLIC REPRESENTATION**

There was no public representation.

**PH 0145** **FESTIVAL HALL MANAGER'S REPORT**

Members received and noted the Festival Hall Manager's report for June 2016 (*attached as Appendix A*). Members discussed the recent damage to the

projector and agreed that we should still permit other hirers use of the equipment. The Festival Hall Manager will discuss the damage caused to the projector with the appropriate hirer.

The Town Clerk confirmed that the tarmac work outside the building would be carried out on Friday 15<sup>th</sup> July.

Cllr James Deane arrived at 6.40pm.

**PH 0146**                    **UTILITY REPORTS FROM AUDITEL**

Members received and approved the monthly utility reports from Auditel for the Festival Hall for the month of May (*attached as Appendix B*).

**PH 0147**                    **UPDATE ON THE FESTIVAL HALL EXTENSION**

Members agreed that the reports received can now be consolidated to provide a comprehensive list of ideas for the Festival Hall extension. A suitable architect would then be approached to provide ideas on how to maximise the extension space. Members also discussed engaging a theatre consultant.

**RESOLVED:** That a suitable architect be approached and an expression of interest sought. It was suggested that the Mayor could place a 'volunteer architect request' in his monthly column. It is intended that all information required for the Festival Hall Extension should be available by September 2016.

**PH 0148**                    **LARGE TV AND STAND**

Members discussed how much the TV and Stand was used. It was established that it is mainly used for cinema trailers and used about 3-4 other times by hirers. As it doesn't appear to be cost effective, members agreed that the TV and Stand be returned and consideration be given as to whether in the future it would be worth installing speakers in the Council Chamber or making use of the facilities in the Rose Room.

**RESOLVED:** Members agreed to return TV and Stand to the leasing company and consider using Rose Room facilities in the future, or installing a sound system into the Council Chamber.

3 members of public arrived at 7.20pm

**PH 0149**                    **INITIATE CHANGES TO TOWN COUNCIL OFFICES**

Members discussed the request from the Town Clerk to initiate changes to the Town Council Offices. Members discussed whether to approach an architect for advice and whether this could be the same architect chosen for the Festival Hall. After a lengthy discussion it was

**RESOLVED:** That the office staff draw up a list of perceived requirements which can be presented to members at the next meeting for discussion.

PH 0150

**RE-CARPETING OF THE GREEN ROOM AND TOWN HALL OFFICES**

Members received and noted the quotes for the Green Room and offices. Members agreed that Contractor C should be awarded the work to fit the gel-backed carpet in the Green Room but not to proceed with fitting in office at present.

**RESOLVED:** Members agreed that All About Flooring install the gel-backed carpet in the Green Room only at the present time for the amount of £1781 + VAT and additional £590 + VAT, if the sub floors need attention. The Council Offices would be considered at a later date, once the revised layout of the offices had been completed.

PH 0151

**NEXT STEPS TO WATER INGRESS ISSUE**

It was confirmed that the work has now been finished with re-setting the coping stones. The Town Clerk suggested that David Mossman be asked for a report on what work is still necessary to be carried out. The report needs to be received and decided upon in the September committee meeting.

**RESOLVED:** That David Mossman is asked for a report by September and further steps be decided by then.

PH 0152

**DISABLED TOILET PROVISION IN THE FESTIVAL HALL**

The Festival Hall Manager advised that the disabled toilets are currently low pan and that something more robust is needed. Consideration should be given to either replacing the seat or the whole pan and seat, purchasing a higher pan. The Festival Hall Manager will obtain prices for both the seat and pan installation and advise of prices in the September meeting.

**RESOLVED:** The Festival Hall Manager will obtain prices for both the seat and pan installation for the September meeting.

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 for the confidential session.

**CONFIDENTIAL**

PH 0153

**'HEAD OF TERMS' FOR REBUILDING AVENUE PAVILION IN CONJUNCTION WITH KINGS ARMS**

It was discussed that flexibility needed to be reflected in the Heads of Terms.

The number of lease years was to be resolved. The Town Clerk suggested that legal advice is sought on how to proceed with regard to heads of terms and the lease terms.

**RESOLVED:** That the Town Clerk seek legal advice on how to proceed with regard to heads of terms and the lease terms, and discuss further with the King's Arms to agree a mechanism agreeable to both parties, following legal advice.

*There being no further business, the meeting closed at 8.05 pm*



## Festival Hall Manager's Report

July 2016

### Events

- 3<sup>rd</sup> - 9<sup>th</sup> July Petersfield Academy of Dance
- 21<sup>st</sup> July Blood Donor Session
- 23<sup>rd</sup> July South Downs Poetry Festival

### Usage

Below are the usage statistics for June.

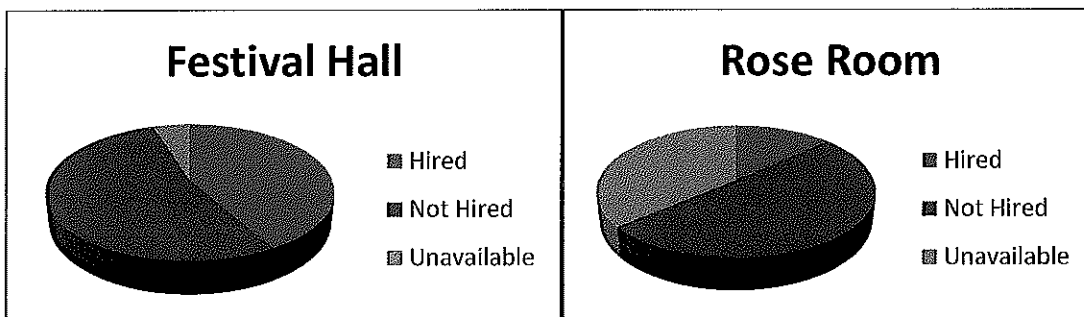
Standard hours available to hire in June (8am-11pm): 450

Festival Hall

- 188 hours booked. 8 Bookings.
- 240 hours not hired.
- 22 hours unavailable.

Rose Room

- 60 hours booked. 9 Bookings.
- 227 hours not hired.
- 163 hours unavailable.



A facility could be unavailable to hire for a number of reasons, including: the Festival Hall may be in use so the Rose Room cannot be used; maintenance being carried out; or a hire finishes late in the evening.

### New Savoy Projector

When the Council purchased the projector for the New Savoy Cinema it was decided that it should be made available to hire by any user of the Festival Hall that would like to use it. This has been quite popular and gone along way to paying for the projector. Unfortunately during the last hire by Petersfield Theatre Group the projector was damaged and will need to be sent away to be repaired. The damage does not stop us from showing the films for the New Savoy Cinema but it does remove our ability to control the projector (e.g. switching input, blanking the screen) from the sound pod.

I have decided to delay sending the projector away until after the August showing as it will not then be needed until October. I will not know how much the repair will cost until it has been sent away and looked at by the engineer.

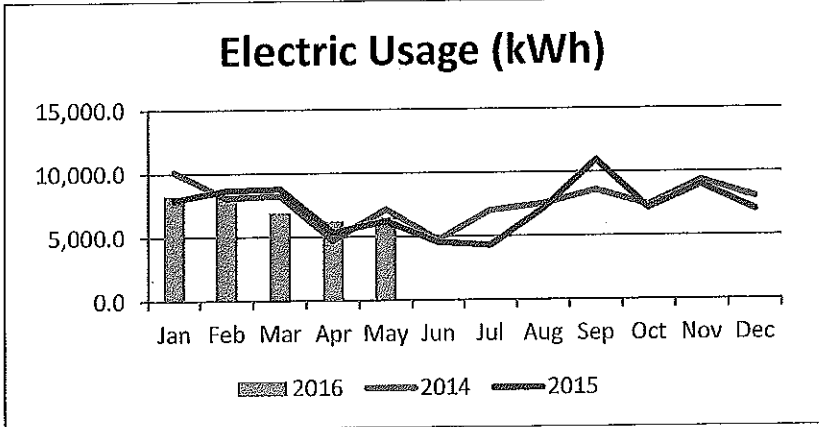


This report is also available to you online at:  
<https://sites.google.com/a/auditel.co.uk/ptc>

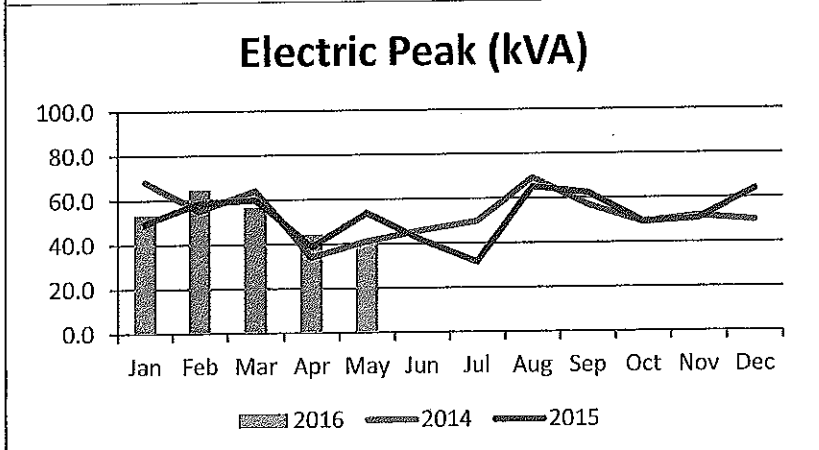
## Petersfield Town Council Auditel Monthly Utility Report – May 2016

**Site: Town Hall**

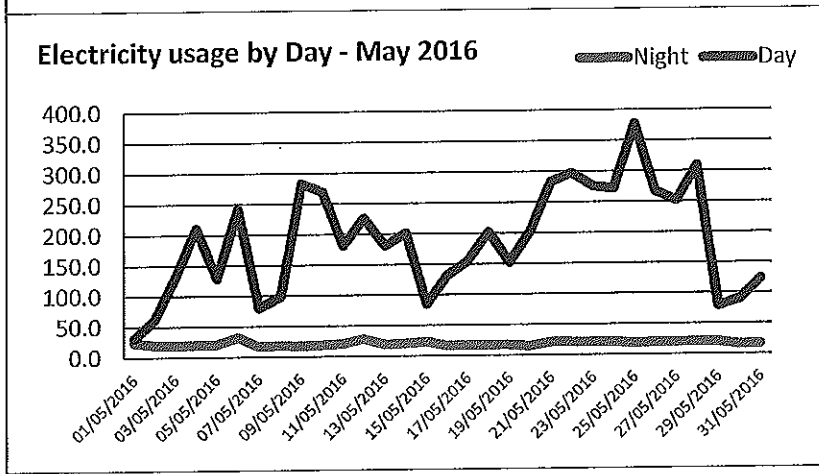
This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.



Usage up 4% in May on the previous year.

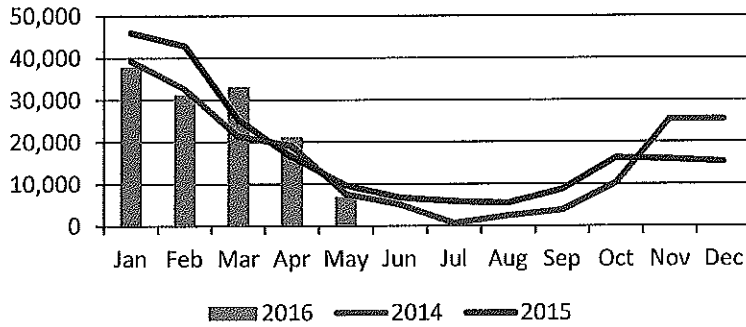


100 kVA Available Capacity  
 Peak demand was 40.1 kVA in May of the 100 kVA capacity available. Down 25% on the previous year.



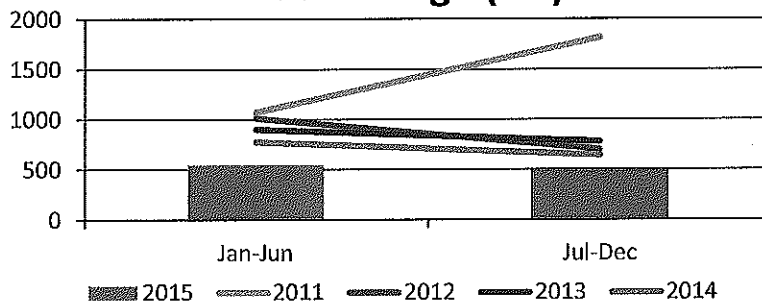
Day and Night kWh usages for May.

### Gas Usage (kWh)



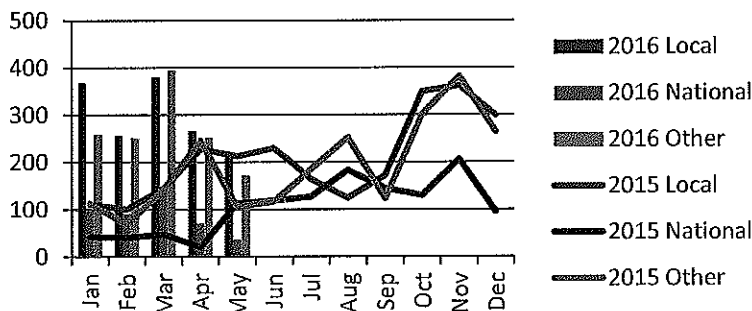
Gas usage was down 28% against May 2015.

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



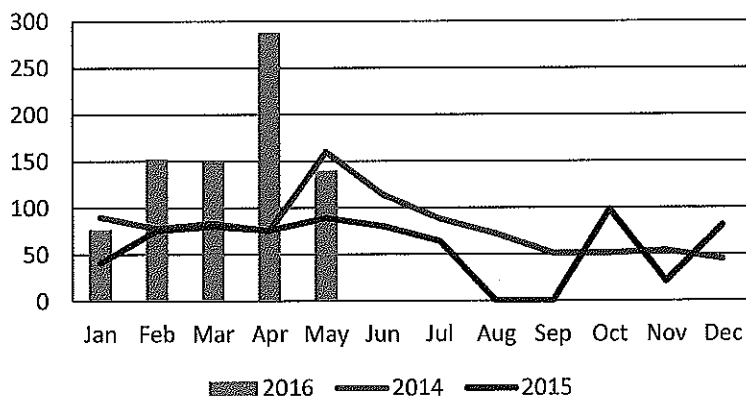
Last 6 months usage 23% lower than same period last year.

### Landline Usage (Mins)



Local & National call usage decreased by 1% and 67% respectively and Other Calls were up 63% in May.

### Mobile Usage (Mins)



Was 500 Orange pre purchased minutes switched to O2 during October.

May 2016 minutes used were 57% higher compared to May 2015, the biggest user was number 07885 233747.