

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber , Town Hall, Petersfield, on Monday 9<sup>th</sup> January 2017 at 6.30pm

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

**Also in attendance** Mr N Hitch (Town Clerk), Ms Marian Cross (Office Administrator, Minute Taking) and Cllr J Deane (Town Mayor). There were 3 members of the public present. There were no members of the press present.

**PH 0558** **CHAIRMAN'S COMMENTS**

The Chairman welcomed everyone to the meeting.

**PH 0559** **APOLOGIES FOR ABSENCE**

Apologies were received from Mr J Tucker (Festival Hall Manager).

**PH 0560** **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

**PH 0561** **DECLARATIONS OF INTEREST**

As a member of Winton Players, Cllr P Humphries confirmed he had a personal interest regarding the purchase of ticket stocks on behalf of other organisations (PH0565).

**PH 0562** **APPROVAL OF MINUTES**

The Public Halls Committee minutes of the meeting held on 14<sup>th</sup> November 2016, previously circulated, were approved subject to the Resolution PH432 being amended to read:

Members agreed that the replacement to the shower in Heath Road House be approved at a cost of £1,900 with the work being undertaken by H Monfared (Builders) Limited.

**RESOLVED:** That the Minutes of the Public Halls Committee, held on 10<sup>th</sup> October 2016, be approved; subject to the Resolution PH432 being amended to read:  
Members agreed that the replacement to the shower in Heath Road House be approved at a cost of £1,900 with the work being undertaken by H Monfared (Builders) Limited.

**PH 0563** **PUBLIC REPRESENTATION**

There was no public representation.

**PH 0564**      **FESTIVAL HALL MANAGER'S REPORT**

Members received and noted the Festival Hall Manager's report for January 2017 (*attached as Appendix A*).

**PH 0565**      **PURCHASE OF TICKET STOCKS ON BEHALF OF OTHER ORGANISATIONS**

Members agreed that the costs for this would need to be investigated to get a more accurate picture of the annual liability and costs. It was agreed that this matter be deferred to the next meeting, following advice from the Festival Hall Manager.

**RESOLVED:**      **It was agreed that this matter be deferred to the next meeting, following advice from the Festival Hall Manager.**

**PH 0566**      **UTILITY REPORT FROM AUDITEL**

Members received and approved the monthly utility reports from Auditel for the Festival Hall for the month of October 2016 (*attached as Appendix B*).

**PH 0567**      **SECURE AREAS FOR ALCOHOL STORAGE**

The Chairman had received a request from a regular hirer who asked if there could be a secure area provided in the Festival Hall to lock alcohol and personal belongings away. Members agreed that there were already lockers provided in the Festival Hall for personal belongings and that currently hirers could potentially lock alcohol away in the chill cabinet or kitchen. The Town Clerk confirmed that the need to lock alcohol away was a requirement in the Festival Hall's licensing agreement. Members agreed that this matter be deferred until next month so that members can meet and discuss further with the Festival Hall Manager along with the possibility of a security shutter (deferred from the last meeting).

**RESOLVED:**      **Members agreed that this matter be deferred until the next meeting and that an informal meeting be held in the Rose Room on 13<sup>th</sup> February 2017 at 6pm to discuss further with the Festival Hall Manager.**

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 0568**      **STAFF OR OTHER CONFIDENTIAL MATTERS**

Members were advised of the appointment of Christian Bran as Halls Supervisor for 27 hours per week. The salary is within the spinal column point range of 14-18 at SCP 14 with a start date of 3rd January 2017. This appointment is a part-

replacement for Geoff Culbertson following his retirement and forms part of the Halls Staffing Restructuring proposals which will be completed with the appointment of a further part-time post in the near future.

**PH 0569**     **UPDATE REGARDING THE KINGS ARMS BUILDING AT THE AVENUE PAVILION**

**RESOLVED:**     **That a formal response to their letter be drawn up by the Town Clerk and the Chairman in response to the various points raised and that a formal meeting can be arranged if required to move matters forward.**

*There being no further business, the meeting closed at 7.34pm*