

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 9th November 2015 at 6.30 p.m.

PRESENT Cllr Mrs H Ayer (Chairman), Cllr P Humphries, Cllr Mrs M Vincent, and Cllr G Watkinson.

Also in attendance: Mr N Hitch (Town Clerk), Mr Jon Tucker (Festival Hall Manager) & Mr S Field (Committees Manager). There were no members of the public and no press present.

PH 0435 CHAIRMAN'S COMMENTS

Hilary commented that new hand dryers were being organised for the gent's toilets and one for the avenue. Michelle's computer was also being replaced.

PH 0436 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr J Palmer and Cllr V Morgan.

PH 0437 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

PH 0438 DECLARATIONS OF INTEREST

There were no declarations of interest

PH 0439 APPROVAL OF MINUTES

The Public Halls Committee minutes of the meeting held on the 14th of September 2015, previously circulated, were approved.

RESOLVED: that the Minutes of the Meeting of the Public Halls Committee, held on 14th September 2015, be approved.

PH 0440 PUBLIC REPRESENTATION

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

PH 0441 FESTIVAL HALL MANAGER'S REPORT

Members received and noted the Festival Hall Manager's report for November 2015. A copy of the report is attached to these Minutes at Appendix A.

PH 0442 UTILITY REPORTS FROM AUDITEL

Members received and noted the monthly utility reports from Auditel for the Festival Hall for August and September 2015, a copy of which is attached to these Minutes at Appendix B.

A discussion followed concerning the increased gas and electricity usage in September. It was noted that the Festival Hall was often too warm so radiators were often switched off, but fans were often switched off as well.

PH 0443

THE FESTIVAL HALL DAMP INGRESS UPDATE REPORT

The report from Boulter Mossman had been received and noted and from this report it was agreed that the coping stones should be re-set. It was discussed that the work may need to be carried out by the same contractor who re-surfaced the roof, so that any warranty is maintained. Rain in certain direction could be cause of some of the damp.

RECOMMENDED: that investigation should be made as to whether the roof contractor should be engaged to re-set the coping stones, and that 3 quotes should be obtained for this work, which would include providing a layer of felt over the current lead flashing prior to re-setting the coping stones.

PH 0444

FESTIVAL HALL MAINTENANCE

Members received 3 quotations to replace the drapes in the Festival Hall and a quotation to replace an extractor fan. It was discussed that the drapes could be installed by our own staff. On this basis it was

RECOMMENDED: that quotation A for £5,878.00 be provided with the contract to replace the drapes in the Festival Hall.

RECOMMENDED: that quotation of £785.00 plus VAT to replace an extractor fan

PH 0445

FESTIVAL HALL MANAGER & FINANCE MANAGER OFFICES

Members received a quote for the urgent replacement of lighting in the Festival Hall Manager's and Finance Officer's office, following the fall of an entire set of lighting from the ceiling.

RECOMMENDED: that the quote for £900 should be approved to replace the current lighting with LED light fittings

PH 0446

COMBINE FESTIVAL HALL AND AVENUE PAVILION USER MEETINGS

RESOLVED: that both Festival Hall & Avenue Pavilion Meetings be held consecutively on the same evening

There being no further business, the meeting closed at 7.35 pm.