

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Rose Room, Town Hall, Petersfield, on Monday 12th February 2018 at 6.30pm

PRESENT Cllr Mrs H Ayer (Chairman), Cllr Mr P Humphries, Cllr Mrs V Morgans, and Cllr Ms M Vincent.

Also in attendance Cllr J Deane, Mr N Hitch (Town Clerk), Mr S Field (Office & Committees Manager), and Mr J Tucker (Festival Hall Manager). There were 5 members of the public present and no members of the press present.

PH 0686 **CHAIRMAN'S COMMENTS**

The Chairman welcomed everyone to the meeting

PH 0687 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr G Watkinson and Cllr A Glendinning

PH 0688 **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

PH 0689 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PH 0690 **APPROVAL OF MINUTES**

The Public Halls Committee minutes of the meeting held on 8th January 2018, previously circulated, were approved.

RESOLVED: That the Minutes of the Public Halls Committee, held on 8th January 2018, be approved.

PH 0691 **PUBLIC REPRESENTATION**

There was no public representation

PH 0692 **FESTIVAL HALL MANAGER'S REPORT**

Members received and noted the Festival Hall Manager's report dated February 2018. We had received a thank you from Petersfield Orchestra regarding the new blinds and chairs (*attached as Appendix A*).

PH 0693 **FEEDBACK REGARDING FESTIVAL HALL COMPLEX FEASIBILITY STUDY**

Members felt that the presentation prepared by Foster Wilson Architects

was excellent and well put together, demonstrating their understanding of what our requirements were. Members were informed that a large proportion of the total cost represented the replacement of technical and other equipment, and it was noted that these costs could reduce or increase based on decisions made later in the process.

Members were disappointed that costs for the 3 ideas presented in phase 2 came out to a similar figure, as this made it more difficult to arrive at a decision.

PH 0694

FESTIVAL HALL COMPLEX - RIBA KEY STAGE 2 & CONSULTATION PROCESS

Members received and considered details regarding the next stages for the Festival Hall Complex. The Office and Committees Manager explained the RIBA processes that had taken place, and gave details of what RIBA key stage 2 included. Members were also asked to consider including all stages of the feasibility study in RIBA key stage 2. In addition, some ideas for the public consultation were discussed. It was

RECOMMENDED: that RIBA key stage 2 is adopted for all stages included in the feasibility study

RECOMMENDED: That RIBA key stage 2 is carried out by Foster Wilson Architects

RECOMMENDED: That earmarked reserves put aside for various equipment and aspects of the Festival Hall are amalgamated to provide funds for the RIBA key stage 2

RECOMMENDED: That the Town Council initiates a public consultation as advised by the RIBA key stage 2 consultation process, including those listed on the details presented at this meeting

PH 0695

AUDITEL REPORTS OCTOBER, NOVEMBER & DECEMBER

Members received and discussed the Auditel Reports for October, November & December. Several difference levels of use were noted with explanations given by the Halls Manager.

PH 0696

CHANGE TO CINEMA PROCEDURES

Members received and considered new Cinema Security, Head Volunteer and Volunteer procedures. After some discussion it was:

RESOLVED that the revised procedures to the Cinema Security procedures were approved

CONFIDENTIAL

PH 0697

STAFF OR OTHER CONFIDENTIAL MATTERS

There were no staff or other confidential matters.

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

Festival Hall Manager's Report

February 2018

Events

- 7th-11th February Showstoppers Dance School
- 17th February Meon Valley Travel Show
- 22nd-23rd February Petersfield Beer Festival
- 1st March Hampshire Blood Service
- 5th-18th March Petersfield Musical Festival
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Usage

Below are the usage statistics for January.

Standard hours available to hire in January (8am-11pm): 465

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.

Festival Hall

- 289 hours booked.
- 165 hours not hired.
- 11 hours unavailable

Rose Room

- 57 hours booked.
- 202 hours not hired.
- 106 hours unavailable.

