

## 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> October 2017 at 6.30pm

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

**Also in attendance** Mr N Hitch (Town Clerk), Ms M Cross (Office Administrator, Minute Taking) and Mr J Tucker (Festival Hall Manager). There were 2 members of the public present. There were no members of the press present.

**PH 0364** **CHAIRMAN'S COMMENTS**

The Chairman welcomed everyone to the meeting. The Chairman advised members of an email received by the Council regarding the Police Independent Advisory Group's monthly meetings and whether they could continue having free usage of a room at the Festival Hall for these. The Chairman had agreed that they could have complimentary use of a room at the Festival Hall for their meetings.

**PH 0365** **APOLOGIES FOR ABSENCE**

No apologies were received.

**PH 0366** **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

**PH 0367** **DECLARATIONS OF INTEREST**

Cllr P Humphries declared an interest in PH0373 as he is a member of Winton Players, who are a group that regularly hire the Festival Hall.

**PH 0368** **APPROVAL OF MINUTES**

The Public Halls Committee minutes of the meeting held on 11<sup>th</sup> September 2017, previously circulated, were approved.

**RESOLVED:** That the Minutes of the Public Halls Committee, held on 11<sup>th</sup> September 2017, be approved.

**PH 0369** **PUBLIC REPRESENTATION**

Simon Auty asked the Committee about the possibility of including new LED stage and spot lights in the next budget list. Members agreed that the Festival Hall Manager should obtain prices for the LED stage and spot lights and defer and discuss this at the next meeting.

PH 0370

**FESTIVAL HALL MANAGER'S REPORT**

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

PH 0371

**UTILITY REPORT FROM AUDITEL**

Members received and approved the monthly utility report from Auditel for the Festival Hall for the month July 2017 (*attached as Appendix B*).

PH 0372

**LIST OF PROPOSED 2018-2019 BUDGET ITEMS WHERE COSTS HAVE NOT BEEN IDENTIFIED**

Members received and reviewed a list of proposed 2018-2019 budget items where costs have not been identified. Members agreed that the following be allocated

**RESOLVED:**            Fire alarm system - £8,000  
                              Green room chairs - £3,500  
                              Tiered seating upholstery - £1,500  
                              Rose Room chairs' upholstery - £5,000

PH 0373

**REPLACEMENT USES FOR THE EXISTING NEIGHBOURHOOD PLAN BANNERS FOR INTERNAL SIGNAGE AROUND THE FESTIVAL HALL AND TOWN HALL COMPLEX**

Members received and considered replacement uses for the existing Neighbourhood Plan banners for internal signage around the Festival Hall and Town Hall complex.

Members discussed the following possibilities:

- To show directions of how to get to the East Hampshire District Council and what services they provide there
- To show details of what services the Town Council provide
- To display various notices in the Rose Room
- To show details of the Council's ongoing projects
- To offer to groups that hire the Festival Hall, for their use
- To give internal directions to the Rose Room and Green Room
- To advertise the New Savoy Cinema/Moviola Films

The Festival Hall Manager recommended that consideration be given when choosing locations for the banners so that they are put in appropriate places that do not block any fire exits. Members agreed that the Chairman and Town Clerk will speak to Farrow Creative about prices and design needs

**RESOLVED:**            That the Chairman and Town Clerk will speak to Farrow Creative about prices and design needs.

PH 0374

**QUOTATION FOR THE PURCHASE OF A DANCE FLOOR FOR THE FESTIVAL HALL STAGE AND AGREE THE CHARGE FOR HIRING THE FLOOR TO HALL USERS, TO BE PUBLISHED IN THE PRICE LIST**

Members received and considered a quotation for the purchase of a dance floor for the Festival Hall stage. The Festival Hall Manager confirmed that he receives a number of enquiries from dance groups asking for a dance floor and he has obtained a quote of £3,500 to provide one for the Festival Hall. The Town Clerk clarified that under financial regulations, this was a single quote as there wasn't really any other suitable suppliers to obtain alternative quotes from. The Festival Hall Manager suggested a charge be applied for the Hall's staff to lay the dance floor. Members agreed in principle to this and proposed that investigations be done to establish the normal market rate for hiring floors like this.

**RESOLVED:** that the Festival Hall Manager proceed with the purchase of a dance floor from Harlequin at a cost of £3496.50 +VAT and the initial charge for hire to be £100 for the first hire, in case of any teething problems. Also that he undertakes an investigation to establish the normal market rate for hiring out similar floors.

**CONFIDENTIAL**

PH 0375

**STAFF OR OTHER CONFIDENTIAL MATTERS**

There were no staff or other confidential matters.

*There being no further business, the meeting closed at 7.25 pm*





## Festival Hall Manager's Report

October 2017

### Events

- |  |                                     |
|--|-------------------------------------|
| • 8 <sup>th</sup> - 15 <sup>th</sup> October | Winton Players                      |
| • 17 <sup>th</sup> October                   | Blood Donation Session              |
| • 21 <sup>st</sup> -22 <sup>nd</sup> October | Autumn Fayre of well being          |
| • 25 <sup>th</sup> October                   | "Do Science" Science Show           |
| • 28 <sup>th</sup> October                   | Greys Coach Travel Catalogue Launch |
| • 29 <sup>th</sup> Oct- 5 <sup>th</sup> Nov  | Lion And Unicorn Players            |
| • 10 <sup>th</sup> November                  | Blood Donation Session              |
| • 11 <sup>th</sup> November                  | Sul Fiato (Opera)                   |
| • 12 <sup>th</sup> November                  | Boppin Dance School Dance Show.     |

### Usage

Below are the usage statistics for September.

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

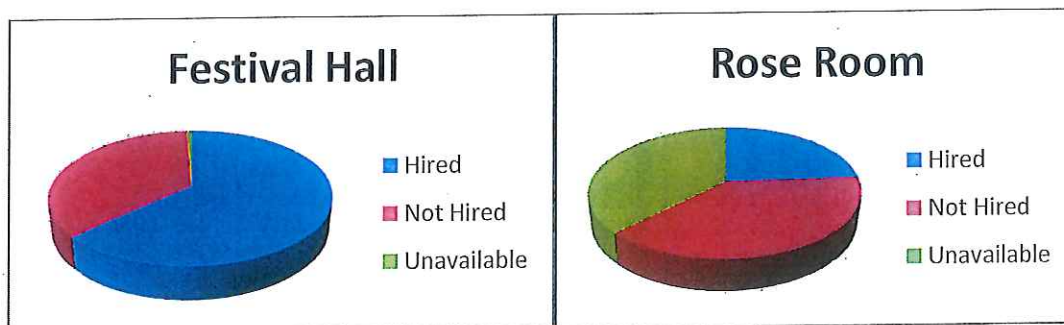
A facility could be unavailable to hire for a number of reasons, including: the Festival Hall may be in use so the Rose Room cannot be used; maintenance being carried out; or a hire finishes late in the evening.

#### Festival Hall

- 285 hours booked.
- 162 hours not hired.
- 3 hours unavailable

#### Rose Room

- 109 hours booked.
- 173 hours not hired.
- 168 hours unavailable.



## Maintenance

- Air Conditioning has been Serviced
- Stage Lifts Have been serviced
- The Fire Alarm and emergency lights have been serviced.

During this visit it was noted that the smoke detectors are now out of date (they have a 10 year life) and they will all need to be replaced. The engineer suggested that as we need this work done anyway we should consider replacing all the detectors, break glass points and control panel to create an addressable system.

The advantages of an addressable system are:

Quickly determine the location of a fire.

Specific actions can be programmed by the user.

Reduced likelihood and better handling of false alarms.

More reliability, less likely to lose connection.

No change to current wiring.

Ability to monitor integrity of the system, with detector health checks.

A quotation has been supplied to be considered for next year's budget.

Jon Tucker

09/10/17

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



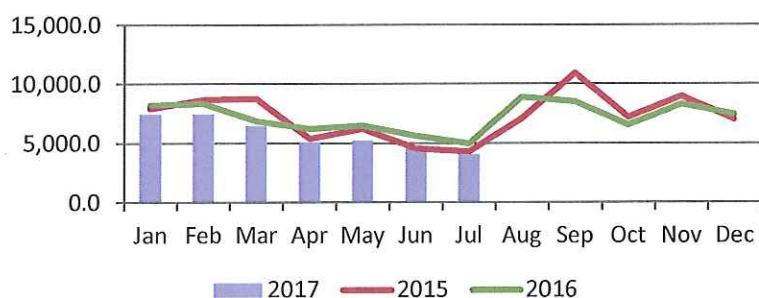
## Petersfield Town Council

### Auditel Monthly Utility Report – July 2017

#### Site: Town Hall

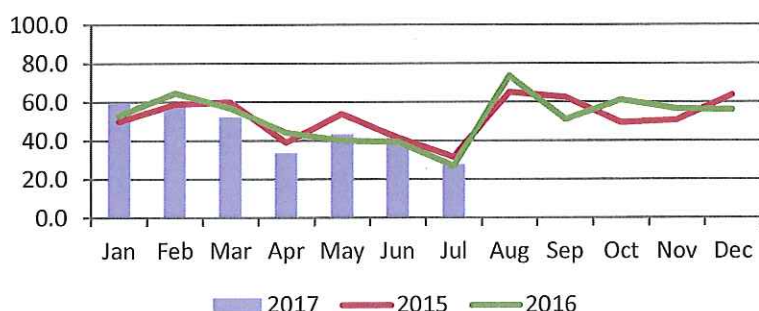
This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.

#### Electric Usage (kWh)



Usage down 18% in July on the previous year.

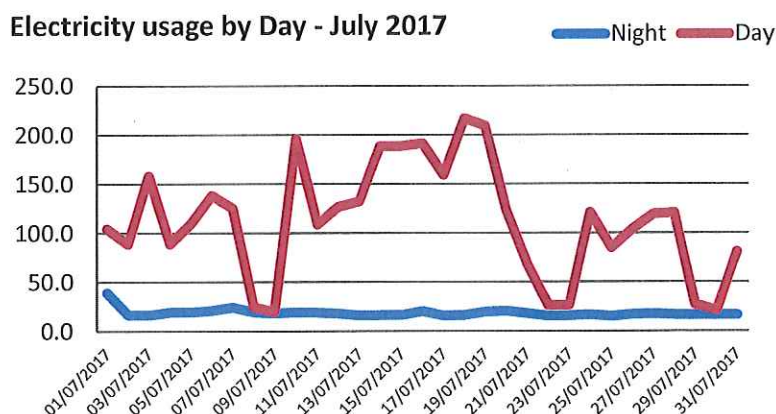
#### Electric Peak (kVA)



100 kVA Available Capacity

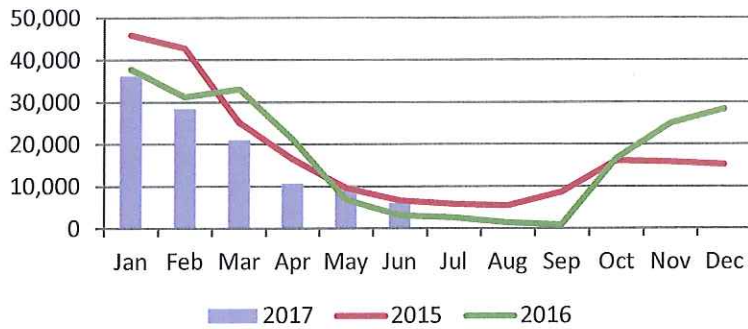
Peak demand was 27.7 kVA in July of the 100 kVA capacity available. Up 3% on the previous year.

#### Electricity usage by Day - July 2017



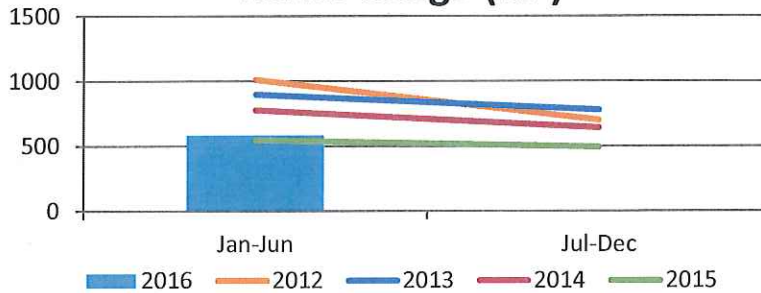
Day and Night kWh usages for July.

## Gas Usage (kWh)



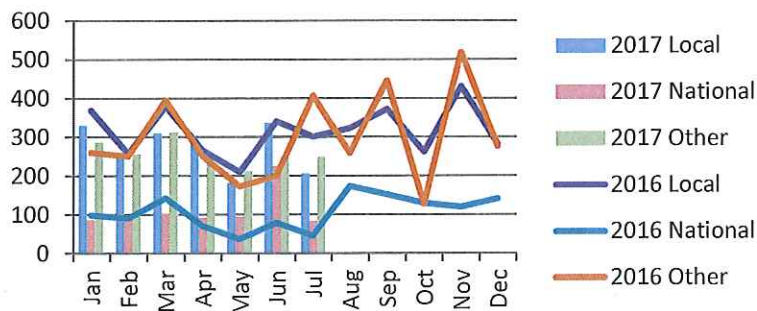
Gas usage was up 93% against June 2016. This was reconciled after an actual read was taken for the usage billed in July 2017 which returned a credit of 502 kWh (-£10.89 in total). So no data is recorded against July 2017 and June 17 usage has been adjusted.

## Water Usage (m³)



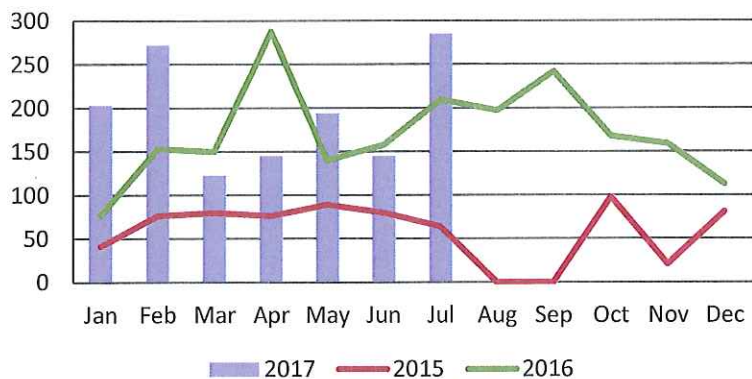
Last 6 months usage 23% lower than same period last year.

## Landline Usage (Mins)



Local call usage was down 31% and National calls increased by 87%. Other call types, i.e, to mobiles were down 39% when compared to the same period last year.

## Mobile Usage (Mins)



Mobile usage was up 36% on July 2016, the biggest minute's user was 07786 332586. Additional call charges were incurred totalling £11.94.