

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 8th October 2018 at 6.30pm

PRESENT Cllr Mr A Glendinning (Chairman), Cllr Mr P Humphries, Cllr Mrs V Morgans, Cllr P Strawbridge, and Cllr G Watkinson.

Also in attendance Mr N Hitch (Town Clerk), Mr S Field (Office Manager) and Jon Tucker (Halls Manager). There was 1 member of the public present and 1 member of the press.

PH 0335 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting and noted that the agenda, whilst short, had some exciting topics to discuss.

PH 0336 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ms M Vincent.

PH 0337 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

PH 0338 DECLARATIONS OF INTEREST

There were no declarations of interest

PH 0339 APPROVAL OF MINUTES

The Public Halls Committee minutes of the meeting held on 10th September 2018, previously circulated, were approved.

RESOLVED: that the Minutes of the Public Halls Committee, held on 10th September 2018, be approved.

PH 0340 PUBLIC REPRESENTATION

No requests for public representation were made.

PH 0341 HALLS MANAGER REPORT

Members received a Halls Manager Report dated 8th October 2018 (*attached*)

Members enquired about the use of the Rose Room, as this was a lot less than the use of the Festival Hall. The Halls Manager explained that this was due to the fact that the Rose Room could not be hired out independently when there was a show or event taking place in the Festival Hall

PH 0342

BUDGET ITEMS FOR YEAR 2019-2020

Members discussed potential requirements for the budget year 2019-2020, and was

RESOLVED: **that the following be included within the first draft budget 2019-2020**

- That a bid for £5,000 be made towards scanning minutes from 1974 to early 2000s so that there is a copy of these records, along with search facility software to easily identify details of a particular topic across all of the scanned minutes
- That a bid for up to £30,000 be made towards Office Refurbishments
- That a bid for £5,000 be made for Festival Hall Public Consultation expenses
- That a bid for £4,000 be made for the replacement of heaters in one of the leased offices
- That a bid for £5,000 be made for the replacement of the internal sewage pump at Love Lane Pavilion
- That a bid for £20,000 be made to employ a consultant to raise grant funds for the redevelopment of the Festival Hall complex

PH 0343

FESTIVAL HALL - LATEST DESIGNS FROM PUBLIC CONSULTATION

Members received revised plans from Foster Wilson Architects for the proposed Festival Hall Refurbishments, and these were discussed as follows:

- It was agreed in principle that an improved focal point and entrance to the Festival Hall should continue to be explored. However, there were major concerns regarding the number of car spaces that would be lost with the current proposed design. It was noted that some of the extended area was required to make ample space for additional toilets, as well as providing improved space to improve the flow of people in and out of the Festival Hall. After further discussion, it was:

RECOMMENDED: **that Foster Wilson Architects scale back the current design, so that minimal number of car parking spaces are lost.**

- A choir bleacher was considered to be of benefit, as this would resolve storage of the current staging equipment which is stored under the stage, and would increase seating capacity if users wished to introduce seating at the opposite end of the existing tier seating.
- It was considered that an orchestra pit would rarely be used and wherever it is positioned, it was likely to be in the wrong place. This would need to be discussed further in the next round of public consultations.
- The improvement of the lift to carry passengers as well as equipment in the new extension was considered to be a worthwhile addition.

PH 0344

ACL CONSULTANCY

Members received a quotation and explanation of the need to consider consultancy that would provide us with a business plan for the current and future use of the Festival Hall. This would assist in exploring what we currently provide, as well as exploring new ideas, revenue streams, expenditure and overall management of the Festival Hall offering.

Members enquired regarding there being one quote for this work. It was clarified by the Town Clerk that as ACL Consultancy were a sub-contractor of Foster Wilson Architects, who have undertaken the full project, that it was within the terms of the financial regulations for a single quotation to be accepted for professional fees works such as these.

Members required clarification on whether this was replacing the idea of employing an Events Manager, and it was noted that this would be in addition to an Events Manager being employed. Members suggested that a member of staff should work alongside the consultant, so that the results could easily be adopted and implemented, and it was proposed that the Halls Manager work alongside the consultant, and the plan could be implemented by the Halls Manager and other members of the hall staff quickly with the knowledge of how the recommendations were arrived at. It was

RECOMMENDED: **that the proposal from ACL Consultancy for the value of £9,900.00 be approved, subject to an addition that current hall hire charges are to be reviewed, and that the Halls Manager should initially work alongside the consultant to advise and gain**

knowledge of the recommended actions

that the process to employ an additional resource (*Events Manager*) should be explored, subject to the Staff Panel approval

PH 0345 AUDITEL REPORT FOR JULY

Members received the Auditel report for July. There were no specific queries raised.

At this point of the meeting it was:

RESOLVED: that in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw.

CONFIDENTIAL

PH 0346 STAFF OR OTHER CONFIDENTIAL MATTERS

There were no staff matters to discuss

PH 0347 1ST FLOOR WEST WING

The Town Clerk wished to inform members that he had met with the potential tenants who would be taking over the lease in November, and that the lease was now being formulated at the Solicitors.

There being no further business, the meeting closed at 8.46 pm

Festival Hall Manager's Report

October 2018

Events

- 3rd Sep NHS blood team
- 10th-23rd Sep Petersfield Youth Theatre
- 28th-30th Sep Home Town Festivals "Oktoberfest"
- 6th October Mayors Market
- 6th – 14th Winton Players

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

- 302 hours booked.
- 134 hours not hired.
- 14 hours unavailable

Rose Room

- 64 hours booked.
- 331 hours not hired.
- 55 hours unavailable.



Maintenance

- An order has been placed with the Rigging Team to carry out the annual inspection of the Festival Hall rigging.
- Fire Alarm has been serviced with nothing to report
- The Fire Risk Assessment has been carried out.

Jon Tucker
08/10/18