



NEIL HITCH
Town Clerk

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The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA

29th January 2021

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 8th February 2021 at 6.30 p.m. via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID: 838 7893 8842 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk by 5.p.m on the day of the meeting for the password).

Yours sincerely,

Neil R Hitch
Town Clerk

A G E N D A

1. Chairman's Comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.
5. To approve the minutes of the Public Halls Committee meeting held on 11th January 2021 (*previously circulated*).
6. Public Representation - Councillors to receive representation (including items on the agenda) from members of the public provided they (public) have given due



notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes although this may be reduced if a large number of people express their wish to address councillors.

7. To receive the Festival Hall Manager's report (*to follow*).
8. To receive the minutes of the Festival Hall Working Party meeting held on 29th January 2021 (*to follow*).
9. To receive and consider a presentation of options 1 and 2 of the RIBA stage 3 design for the Festival Hall (*to follow*).
10. To receive and consider recommendations from a list of client choices for RIBA stage 3 (*to follow*).
11. To consider and review the Weekend Hire Policy for the Town and Festival Hall (*attached*).
12. To review and consider the December 2020 utility reports (*to follow*).

Confidential

13. To consider staff and other confidential matters.

~ End ~





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PUBLIC HALLS

WEEKEND HIRE POLICY TOWN/FESTIVAL HALL

1. The hours of opening are normally from 8am until 11pm. Minimum charge of 5 hours applies Friday – Sunday.
2. Hires are at the discretion of the Halls Manager (with recourse to the Town Clerk and Chairman of Public Halls if necessary).
3. Reductions for 6 day bookings are inclusive of Sundays.
4. Delegated Powers given to the Town Clerk/Halls Manager/Chairman of Public Halls to accept or decline Bank Holiday Bookings.
5. The Sunday charges to also apply to Bank Holiday Bookings.