



NEIL HITCH
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26th February 2021

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 8th March 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: 899 9455 0228 (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,

A handwritten signature in dark ink, appearing to be "Neil R Hitch", written over a horizontal line.

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 8th February 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 19th February 2021 (*to follow*).
9. To receive and consider a revised and combined Public Halls Policy which includes weekend hire (*attached*).
10. To review the decision to suspend cancellation charges for the Festival Hall and Avenue Pavilion (from September Public Halls meeting, minute number PH0959).
11. To review and consider the January 2021 utility reports (*to follow*).

Confidential

12. To consider staff and other confidential matters.

~ End ~





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PUBLIC HALLS POLICY

1. To maintain all Public Halls under the control of the Council in a first-class condition, ensuring regular, planned maintenance takes place.
2. To actively promote and market the facilities to ensure optimum usage.
3. To ensure that the hire charges are set at the best economic level commensurate with similar facilities elsewhere and to review and publish those charges annually in the appropriate price lists.
4. To ensure full compliance with the agreed hiring regulations.
5. To ensure that all potential hirers are financially sound and of a responsible nature.
6. To ensure all hires adhere to all of the Council's operating policies.
7. To ensure that the highest standards of safety are maintained to safeguard the public, hirers of the Hall and Council employees.
8. To provide a venue for public entertainment in terms of theatre, music and other forms of entertainment, in addition to community service and involvement.
9. To hold an annual Users Meeting for all Halls.
10. To pay due regard to the Council's carbon footprint and the environmental impact of the Halls and adhere to the Council's Climate Emergency Strategy.
11. Weekend hire:
 - a. The hours of opening are normally from 8am until 11pm. Minimum charge of 5 hours applies Friday to Sunday.
 - b. Hires are at the discretion of the Halls Manager (with recourse to the Town Clerk and Chairman of Public Halls if necessary).
 - c. Reductions for 6-day bookings are inclusive of Sundays.
 - d. Delegated Powers given to the Town Clerk/Halls Manager/Chairman of Public Halls to accept or decline Bank Holiday bookings.
 - e. The Sunday charges to also apply to Bank Holiday bookings.
12. ~~Hires are at the discretion of the Festival Hall Manager, with recourse to the Town Clerk and Chairman of Public Halls if necessary, with delegated powers given to the Festival Hall Manager/Town Clerk/Chairman of Public Halls to accept or decline~~

~~Bank Holiday bookings which will be charged at Sunday rates. [To be moved to the FH and Avenue hiring regulations].~~

13. ~~The granting of “regular hire status” to be delegated to Officers and be applied in accordance with any discounting policy per venue. “Regular hire status” defined as a hire at least once a week throughout the year. [To be moved to the FH and Avenue hiring regulations]~~