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1<sup>st</sup> April 2021

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 12<sup>th</sup> April 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: 860 7650 9332 (members of the public are asked to email [committee.admin@petersfield-tc.gov.uk](mailto: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 8<sup>th</sup> March 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 (*verbal*).
8. To receive the minutes of the Festival Hall Working Party meeting held on 19<sup>th</sup> March 2021 (*attached*) and the meeting on 9<sup>th</sup> April 2021 (*to follow*).
9. To receive and consider a presentation from Qoda Consulting on the outcomes of the energy survey for the Festival Hall and to receive and consider the survey (*to follow*).
10. To receive and consider the terms of reference for the Public Halls Committee (*attached*).
11. To review and consider the February 2021 utility reports (*to follow*).

Confidential

12. To consider staff and other confidential matters.

~ End ~





# Minutes of the Festival Hall Working Party

19<sup>th</sup> March 2021



8

A meeting of the Festival Hall Working Party was held on 19<sup>th</sup> March 2021

Attended: Cllr JC Crissey (Chairman), Cllr Peter Clist, Cllr John Lees, Cllr Phil Shaw, Cllr Mrs Lesley Farrow, Steve Field (Projects and Office Manager), Jon Tucker (Halls Manager), Tim Foster (Foster Wilson) and Jonathan Size (Foster Wilson)

Apologies: Neil Hitch (Town Clerk)

No	Item	Discussion	Decision
1	Welcome	Cllr Crissey welcomed members, officers and Foster Wilson to the meeting. This should be a short meeting, but there was likely to be lots of longer meetings in the future	N/A
2	Previous Minutes & Budget	<p>Previous Minutes were accepted as a true record of the previous meeting</p> <p>The maintenance budget for the current year is made up as follows £165,000 (£100,000 capital / £65,000 revenue)</p> <p>£20,000 (revenue) has been spent on structure survey, Rigging, Lighting and general maintenance. A further £9,400 for the Energy Survey leaving a current fund of £100,000 (capital) and £34,600 (revenue)</p> <p>2021/22 Budget is set and included £217,000 to be set aside for Festival Hall Maintenance</p>	None
3	Project Plan Review	<p>SF presented went through project actions that had been completed, and those that would be coming up in the near future.</p> <p>Foster Wilson and Qudo met on 16<sup>th</sup> March to discuss energy survey options and 4 options have been determined. Options 1-2 are non-cladding, whereas options 3-4 are cladding options. The full report will be available by 5 April for Public Halls to consider at their next Public Halls meeting on 12 April, and the FHWP would provide their comments from their meeting on 9 April.</p>	<p>Action list to be updated continually</p> <p>SF to produce a series of meeting dates</p>

# Minutes of the Festival Hall Working Party

19<sup>th</sup> March 2021



4-5	User Group presentations	<p>11 groups had responded to the invite. It was determined that each group should have 20 minutes to speak with a 5 minute margin either side for changeover and overruns. User Groups would be held on 23 &amp; 30 April.</p> <p>Any one from the working party is welcome to attend these meetings, but Cllr JC Crissey will be spokesman for the FHWP</p> <p>JT will arrange meetings with the user groups with the Green A Team being the last group on 23 April if convenient</p> <p>User groups are to be reminded that their comments must also be documented.</p> <p>General listeners from the public are not invited</p>	<p>JT to arrange dates and times with users and remind them to document their presentation</p>
6	Date of next meeting	9 April 10.00 am	
7	Any Other Business	<p>Email received from Qudo regarding possible Grant Application. Salix Grant Scheme which has to be submitted by 7 April. Zoom meeting to be arranged for Neil, Steve, JC &amp; Phil to discuss</p> <p>7 June we will have final report for RIBA 3 ready for public consultation. This will enable the commencement of grant applications</p> <p>Press release to be in next PTC News</p> <p>21-22 Town Mayor to work with district and county councillors to promote FH redevelopment</p> <p>Cllr JC Crissey will be speaking at next Petersfield Society meeting about FH</p>	<p>SF to set up Zoom meeting</p> <p>SF to add date to action plan</p> <p>SF to ensure article is in May PTC News</p>



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**Stephen Field**

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## **Public Halls Committee**

### **Terms of Reference**

1. Membership of the Public Halls Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.
2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
3. The Committee will generally meet on a monthly cycle except during August and December with all meeting dates being confirmed by the Annual Meeting of the Council.
4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
5. The principle purpose of the Committee is to manage and maintain all public buildings in the Council's ownership.
6. The buildings under the responsibility of the Committee are:
  - The Avenue Pavilion
  - The Town and Festival Hall
  - Love Lane Pavilion
7. To approve quotations and estimates for work or projects within the revenue budget to be undertaken on or in any of the Council's buildings provided all costs remain within the budget approved annually by Council. All quotations or estimates in excess of the budget approved for the work by Council should be considered by the Committee with any recommendations being submitted to the Finance & General Purposes Committee for approval.
8. To consider quotations, estimates or tenders for all capital projects to be undertaken on or in any of the Council's buildings, submitting recommendations for approval to Council.
9. To produce a Policy Statement to be reviewed annually by the Committee.

10. To hold annual Users Meeting for the Festival Hall Users and Avenue Pavilion Users with the dates of such meetings being approved annually by the Committee.
11. To appoint Working Parties or Sub-Committees as considered appropriate, approving their Terms of Reference and Chairmen with all such Working Parties or Sub-Committees reporting back to the Public Halls Committee on a regular basis.

Reviewed April 2019

*Minute number PH 0824 refers*