

Report of the Armstrong Hall Management Committee

held on Thursday 15 February 2018
in the Council Chamber at Thornbury Town Hall

Present: Cllr Shirley Holloway (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Pam Shipp
Cllr Jayne Stansfield
Cllr Angela Symonds
Cllr Maggie Tyrrell

Gill Dunkley (Armstrong Hall Advisory Committee)
Barbara Ray (Armstrong Hall Advisory Committee)

Clare Nelmes (Hall Manager)
Belinda Morley (Administrator)

(Cllr Helen Harrison – absent)

The Chair took a moment to remember the life of Bernard Fennell, who passed away in January. This was followed by a minutes silence.

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Martin Brooks (TMTG Commitment)
Louise Powell (out of Thornbury)
Adam Bloom (Work Commitment)

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

Seven members of the public and hirers were in attendance for the discussion relating to item 5 (the development project and consultation of the Armstrong Hall Complex).

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 11 JANUARY 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 11 January 2018 had been circulated. The report was proposed as a correct record by Cllr Shirley Holloway, seconded by Cllr Benj Emmerson and unanimously agreed. There were no matters arising.

4. TO RECEIVE THE MINUTES OF THE TRUST MEETINGS HELD ON 13 FEBRUARY 2018

The minutes of the Trust meeting held on 13 February 2018 were tabled and noted.

5. **TO RECEIVE A PRESENTATION FROM THE HALL MANAGER ON THE DEVELOPMENT PROJECT AND CONSULTATION INCLUDING QUESTIONS FROM HALL USERS**

The Hall Manager gave a presentation of the redevelopment project and consultation of the Armstrong Hall Complex which included 3 options for the Armstrong Hall Complex, rebuild on the existing site, refurbish or move the facilities to Turnberries Community Centre. The presentation included plans and costs for each option. The consultation starts on Friday 16 February and is open until Friday 9 March 2019. The consultation document will be on the website on Friday 16 February 2018.

Questions from Hall Users included:

Q. Does the refurbishment cost include the 1st floor additions to the Armstrong Hall?

A. Yes.

Q. Has a lightweight apex roof been considered as part of the refurbishment?

A. This would add to the cost but the suggestion was noted.

Q. How long would the halls be unavailable during the rebuild?

A. Between a year and 18 months.

Q. Does the rebuild include a balcony?

A. The plans at the moment are for retractable seating but no balcony.

Q. How long is the life of the building if the flat roof is replaced?

A. Perhaps 10 – 15 years but there are problems with the building beyond the roof, the building being a single skin, timber framed, 1970's building.

Q. Why has 67 High Street not been included in the plans?

A. 67 High Street is not part of the Armstrong Hall Trust's assets.

Q. How realistic is it that we can raise the money?

A. We would need a business plan, a tailored fundraising strategy once an option is agreed upon and lots of local support. Sponsors and grants would probably prefer the new build option as it offers additional facilities and capacity. There is s106 money and grant funding available. Lottery funding is also a possibility.

Q. Could we raise money by crowd funding?

A. We could definitely consider crowd funding along with other initiatives like 'sponsor a chair' etc.

Q. Are there any plans to appoint a marketing manager with the new build?

A. Yes, this is part of the draft business plan.

The meeting was paused to allow hall users to leave if they wished at this point.

6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payment were tabled. It was proposed by the Chairman, seconded by Cllr Benj Emmerson and unanimously agreed that the following accounts now due for payment be approved:-

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (January) - Hall	101.00
British Telecommunications	Telephone bill	108.48
Clare Nelmes	Bar Drinks Stock	304.63

ACCOUNTS NOW DUE FOR PAYMENT

Petty Cash		150.00
Thornbury Men's Shed	Hand Basin and Taps	10.00
Advanced Plumbing & Heating	Boiler Check, Tank Refill & Repair	174.00
Biffa Waste Services Ltd	Wheelie Bin Rental	36.40
The Consortium	Cleaning Supplies	184.28
Chinnick Theatre Service	New Stage Lighting	8262.79
T Hopkins Roofing & Building	Roof Repair	175.00
Lemon Gazelle	Hall Business Plan	400.00
Mickleburgh Ltd	Piano Tuning	72.00
C Nelmes (Atlantic)	Bar Supplies	74.51
C Nelmes (Booker Ltd)	Bar Supplies	401.09
C Nelmes (Stonehelm)	Bar Supplies	18.41
C Nelmes (Amazon)	Cable Reel, Ext Lead, Print Cartridge	67.95
RHC Lifting Ltd	Lightening Rig Inspection	2253.60
View Architects Ltd	Masterplan-New Build Option	4200.00
View Architects Ltd	Residential Dev. Options Appraisal	630.00
British Telecom	Telephone Bill	40.46
Hawkins of Thornbury	Evo Stick, Halogen Bulb, Toilet Flush	39.98
Thomas Silvey Ltd	Gas Oil	1163.72

(b) To receive the financial statements for November and December 2017 and January 2018

The financial statements for November and December 2017 had been circulated and were discussed.

The financial statement for January 2018 was circulated and noted.

(c) To receive an update on fundraising and donations

The Hall Manager reported that the fundraising total for the redevelopment now stands at £107,045.39. Barbara Ray reported that the all day and evening tickets for the Jazz Festival were now sold out and a number of events were planned over the coming months: -

24 March 2018	Folk Concert
May	Kate Dimbleby
June	Bristol Old Vic

It was noted that the Classical Vocal Concert was a fantastic, high quality event. The Committee thanked Barbara for all her efforts in arranging these events.

7. **TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES**

(a) Stage lighting and electrical issues

The Hall Manager reported that the stage lighting is now fixed. It has been replaced with LED lights which are all portable and so can be moved to a new facility if required.

(b) Lighting rig and bar inspection

The Hall Manager reported that the lighting rigs have been tested and are safe to use. Theatre groups are still bringing in some of their own equipment. They are required to comply with a Health and Safety process when doing so which includes PAT testing and risk assessments.

The Hall Manager reported that most of the old lighting had been disposed of. Some 'retro' style lights have been retained as they have some resale value if refurbished.

(c) To consider quotations for a replacement lighting desk

The lighting desk quotations were circulated, noted and discussed in detail. Cllr Benj Emmerson proposed that a lighting desk be bought and that a max budget of £2000 be allocated. The Hall Manager would work with user, staff and suppliers to get a desk that best meets our requirements. The proposal was seconded by Cllr Bob Griffin.

8. **TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS**

The Hall Manager reported that the leak in the changing room roof has been repaired and was cheaper than expected.

The Hall Manager reported that during an event held at the Armstrong Hall recently, a member of the public suffered a suspected heart attack and a defibrillator was retrieved from St Mary's Centre. Following this, the Hall Manager is investigating getting all hall

staff first aid trained. Cllr Clive Parkinson suggested that perhaps a defibrillator should be purchased for the site and this would be researched.

The Committee thanked the Hall Manager for all she had done over the last few years and wished her well in the future.