

Report of the Armstrong Hall Management Committee

held on Thursday 17th November 2016
in the Committee Room at the Armstrong Hall Complex

Present: Shirley Holloway (Chairman)
Clive Parkinson
Bob Griffin
Benj Emmerson
Angela Symonds

Barbara Ray (Armstrong Hall Advisory Committee)
Bernard Fennell (Thornbury Lighting Services)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)

Clare Nelmes (Hall Manager)
Mary Sealey (Administrator)
Adam Bloom (Hall Supervisor)

1. APOLOGIES FOR ABSENCE

Maggie Tyrrell (Other Meeting)

2. REPORT OF THE ARMSTRONG HALL MANAGEMENT MEETING – 06.10.16

The report of the Hall Management Committee meeting held on 6th October 2016 had been circulated and was approved.

3. MINUTES OF THE ARMSTRONG HALL TRUST MEETING – 15.11.16

The minutes of the Armstrong Trust meeting held on 15th November 2016 were tabled.

Matters Arising:-

(a) Transfer of Assets from ACT

The Hall Manager reported that the draft letter to ACT which was approved at the Trust meeting is awaiting Helen Harrison's signature as Chairman of the Trust and will then be sent to Adrian Dennis.

4. NEW HALL SUPERVISOR

The new Hall Supervisor, Adam Bloom was welcomed to the meeting.

5. FINANCIAL MATTERS

(a) Financial Statement and Approve Accounts for Payment

The financial statements for September and October were tabled and noted.

The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (October) - Hall	124.00
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It was proposed by Benj Emmerson, seconded by Bob Griffin and unanimously agreed the following accounts now due for payment be approved:-

Bablake Wines Ltd	Drink stock	167.81
Bablake Wines Ltd	Drink stock	314.58
Bablake Wines Ltd	Glasswash liquid	45.02
Bristol Ensemble Ltd	Concert – Cossham Hall – 21 st October	1,000.00
Biffa Waste Services Ltd	Glass waste collection	24.67
Hawkins of Thornbury	Batteries and bulbs	12.29
Matrix BES Ltd	Electrical Installation Report	1,512.00
Mickleburgh Musical Instruments	Repair to Baby Grand Piano	2,100.00
Yate Supplies Ltd	Black sacks & bin liners	112.04
Yate Supplies Ltd	Bin liners	62.18
Envirochem Laboratories Ltd	Air monitoring at Bakery Annexe	234.00
Mickleburgh Musical Instruments	Tuning of Baby Grand Piano	69.00
South Gloucestershire Council	Annual Fee for Premises Licence – AH	180.00

Angela Symonds entered the meeting.

Benj Emmerson commented that it would be useful to have information on how the bookings compare to the previous year. The Hall Manager said we are on target for income at the present time but we have lost a couple of regular hirers recently.

John Smith entered the meeting.

(b) Draft Budget for 2017/18

The estimate of income and expenditure to 31 March 2017 and the draft budget for 2017/18 prepared by the RFO, Graham Smith was tabled. This showed a total reserve of £60,046 to March 2017 but does not include the agency wages. The budget for repairs and maintenance had been increased to take into account the repairs required to the Armstrong Hall floor, the fire exit doors and the windows in the bar and kitchen area.

(c) Fundraising Update

As reported at the Trust meeting earlier in the week, the fundraising total is £65,103. The next event will be held on 18th November when Three Men's Company will be performing 'Just a Song at Twilight'.

(d) Review of Fees, Charges and Booking Conditions

The Hall Manager reported that the office staff and Hall Supervisor had met on 16th November to discuss simplifying the hiring charges and conditions in order to progress with an online booking system. The Hall Manager will be rewriting the booking conditions in a user friendly

format and will have them ready for approval at the next Management committee meeting in January. Benj Emmerson said he definitely supports simplifying the hiring charges and conditions but suggested consulting with members of the Hall Advisory Committee. John Smith commented that as so few user groups send a representative to the Advisory meeting perhaps it should be circulated to all user groups. Clive Parkinson commented that it needs to be made clear on the documentation the level of service provided with rooms set up ready for each individual function so that hirers are aware when comparing prices with other halls in the area.

6. BUILDING CONDITION AND MAINTENANCE

(a) To receive an update on the future of the Bakery Annexe

The Hall Manager reported that Age UK are no longer interested in the Bakery Annexe. However, she has been approached by another group that are interested in using the space as a storage and drop off point on a short term agreement.

The asbestos has been removed from the garage and store and the Museum have donated some surplus shelving which has been put up in the store.

(b) To receive an update on the condition of the Armstrong Hall Floor

Two quotations have been received from wooden floor specialists, which suggest slightly different treatments. They had commented that following the work they will give instruction on how to maintain the floor and recommended the use of air conditioning units and dehumidifiers.

The Hall Manager recommended the work is carried out before summer 2017 as the humidity levels this year heightened the problem of the floor lifting. It was agreed to try and obtain a third quotation and bring back to the meeting in January 2017.

(c) To consider any other building maintenance issues

New taps have been ordered for the toilets.

7. OPERATIONAL MATTERS

It was reported that Brian Haley is currently giving a handover to Adam and will leave his employment as Hall Supervisor on 30th November.

8. REDEVELOPMENT PROJECT

It was reported that the Hall Manager Clare Nelmes and the Chairman of the Working Group, Clive Parkinson will be meeting with Chris Roberts and the architect to discuss plans. The Working Group will then meet in the New Year when it is hoped to have a project timeline available.

9. CORRESPONDENCE

There was no correspondence to receive but members took the opportunity to confirm arrangements for the bucket collection at the Christmas Lights 'Switch On' on 22nd November.