

## **Report of the Armstrong Hall Management Committee**

held on Thursday 16 November 2017  
in the Committee Room at the Armstrong Hall Complex

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

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

Adam Bloom (Hall Supervisor)  
Sandra Richardson (Deputy Hall Manager)  
Wendy Sydenham (Administrator)

(Cllr Pam Shipp – absent)

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### **1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Maggie Tyrrell – out of Thornbury  
Martin Brooks (Armstrong Hall Advisory Committee) – another meeting

### **2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS**

None.

### **3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 5 OCTOBER 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 5 October 2017 had been circulated and was approved.

### **4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 14 NOVEMBER 2017**

The minutes of the Trust meeting held on 14 November 2017 were tabled and noted.

### **5. TO RECEIVE AN UPDATE FROM THE DEPUTY HALL MANAGER ON THE REDEVELOPMENT PROCESS AND THE RECENT CONSULTATION**

The Deputy Hall Manager advised that the report on the consultation was in the process of being finalised. Cllr Clive Parkinson reported that he and the Hall Manager had met recently with Bernard Doyle, the architect, to discuss in general terms the more detailed drawings that were required in order to bring them up to the same standard as those produced for the Turnberries option. A meeting of the Working Group would be

convened to look at these drawings when they were finished, and they should then be available for the January meeting of the Management Committee along with the completed consultation report.

**6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES**

(a) To approve accounts for payment

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 (October) – Hall	101.00
South Gloucestershire Council	Rates (October) – Museum	52.00
South Gloucestershire Council	Rates (November) – Hall	101.00
South Gloucestershire Council	Rates (November) – Museum	52.00
Matrix BES Ltd	Electrical inspection	1310.40
Hawkins of Thornbury	EvoStick, chain, fuses, etc.	54.57
British Telecommunications	Telephone Bill	104.16
Clare Nelmes	Bar Stock Order/Cables/Padlocks	160.22

**ACCOUNTS NOW DUE FOR PAYMENT**

British Telecommunications plc	Telephone bill – AH	35.98
Biffa Waste Services Ltd	Collection of card and glass	36.40
Amathus (Bablake)	Drink stock	124.74
Amathus (Bablake)	Drink Stock	124.74
Amathus (Bablake)	Drink Stock	73.21
The Consortium	Cleaning utensils	137.86
The Consortium	First Aid Box & sign	25.84
T Hopkins Roofing & Building	Repair to skylight window	75.00
Lemon Gazelle	Consultation and reporting at meeting	600.00
Mickleburgh	Repairs to piano	33.60
C Nelmes (Inventor Concept SRL)	Smart De-humidifier unit	144.99
View Architects Ltd	Consultancy fee	2400.00
Matrix BES Ltd	Remove / Replace Water Heater	1293.60

(b) To receive the financial statements for September and October 2017

The financial statements for September and October 2017 were circulated and discussed. Cllr Benj Emmerson requested that details of the “Misc” amounts be included in reports, and that it would be helpful for a separate category to be included for costs related to the redevelopment of the Armstrong Hall option. The Deputy Hall Manager agreed to speak to the RFO to request this.

*(Adam Bloom arrived at the meeting.)*

Cllr Clive Parkinson proposed that £2400 be paid to Lemon Gazelle to produce a business plan on the option for developing the Armstrong Hall which would give the same information as that available for the option to develop Turnberries. This proposal was discussed in some detail including the need to include a period of inaccessibility and the difficulties involved in defining exact timescales. It was noted that this sum could be taken from the reserves. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

Cllr Clive Parkinson reported that the Hall Manager had identified the need for project management support should the decision be made to redevelop the Armstrong Hall. The amount of support required and the costs involved would be investigated in order to quantify them more clearly. It was noted that due to difficulties in defining exact timescales, it was not easy to know what funds would be needed in each financial year. However, it was agreed that a contingency sum should be considered as part of the budget setting for 2018/19.

(c) To receive an update on fundraising and donations

The Deputy Hall Manager reported that the fundraising total for the redevelopment now stands at £107,505.39. The most recent performances were the Roger Huckle concert on 21.10.17 which took £1420.60 (although we are awaiting two invoices to pay from these proceeds) and the Young Persons Concert on 11.11.17 which took £536.80. £200 had been donated by Five Alive which was very gratefully received. Unfortunately the Three Mens' Company production planned for 24.11.17 has had to be cancelled due to ill health.

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

The Deputy Hall Manager provided an update on a number of issues. A recent leak in the roof in Committee Room had been repaired. The new water boiler had been installed and was working well. The new cooker was also working well and we were now not going to be charged anything by the company who had previously supplied the wrong kind of cooker. The Hall Supervisor reported that a number of steps had been taken to resolve the strange smell in the gents toilets and it was under control.

The Deputy Hall Manager reported that there had been an incident at the Armstrong Hall recently where the police needed to be called, and the Hall Supervisor was praised for the way in which he had dealt with it.

The Hall Supervisor asked the Committee to consider spending some money on Christmas decorations as the existing ones were looking very old. It was proposed by Cllr Benj Emmerson that £200 be allocated for this. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

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

None.