

Report of the Armstrong Hall Management Committee

held on Thursday 31 August 2017
in the Cossham Hall at the Armstrong Hall Complex

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

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

Martin Burton (Community and Cultural Services for South Gloucestershire Council)

Adam Bloom (Hall Supervisor)
Clare Nelmes (Hall Manager)
Wendy Sydenham (Administrator)

(Cllr Maggie Tyrrell – absent)
(Cllr Helen Harrison – absent)
(Cllr Gail Whitehead – absent)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

None.

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

The Chairman welcomed hirers to the meeting and introduced some of the members of the Committee. Representations from the hirers are included under item 3 below.

3. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON THE REDEVELOPMENT PROJECT AND THE LAUNCH OF THE PUBLIC CONSULTATION ON FUTURE OPTIONS

The Hall Manager and Martin Burton gave a presentation on the redevelopment project which included – what facilities are affected, the timescale of the consultation, an outline of the two options (Option 1 Armstrong Hall refurbishment/extension and Option 2 Turnberries extension) including costs, plans and works, the plans for the Museum, the plans for the Library, the consultation process, the timings for the redevelopment project and the contact details for feeding into the consultation process.

The Hall Manager then invited questions and comments from the hirers present. The issues raised included – ownership of the assets, options for the library, parking,

capacity and stage layout of the main hall facility, contingency plans during disruption, options for the museum, other room sizes/capacities, grants/funding for both options, priorities for bookings, sound proofing, the consultation process, losing the character of the Cossham Hall, what will happen to existing sites if they are no longer used, etc.

At the end of the session, Cllr Clive Parkinson encouraged all comments to be fed back through the consultation survey and the Hall Manager emphasised that both she and Councillors were available for further discussion or clarification of the redevelopment options. The Chair thanked the hirers for attending.

(The hirers left the room for the remainder of the meeting.)

4. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 15 JUNE 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 15 June 2017 had been circulated and was approved with the exception of error noted under item 4 regarding the staging equipment that had been received. The Report had stated that this had been received “from Turnberries” but should have read that it had been received “from New Siblands School”. The Report will be amended to reflect this.

The Hall Manager reported that the new cooker had been installed and was up and running and had been used at a recent function.

5. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 29 AUGUST 2017

The minutes of the Trust meeting held on 29 August 2017 were tabled and noted.

6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

It was proposed by the Chairman, seconded by Cllr Clive Parkinson and unanimously agreed that the following accounts now due for payment be approved:-

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (June) - Hall	101.00
South Gloucestershire Council	Rates (June) – Museum	52.00
South Gloucestershire Council	Rates (July) - Hall	101.00
South Gloucestershire Council	Rates (July) – Museum	52.00
South Gloucestershire Council	Rates (August) – Hall	101.00
South Gloucestershire Council	Rates (August) – Museum	52.00
TV Licensing	TV Licence – AH	147.00
Walker Fire (UK) Ltd	Servicing of Fire Alarm etc	162.00
Faithorn Farrell Timms LLP	Agency & Valuation Services	5395.00
Biffa Waste Services	Waste Collection	49.44
The Consortium	Cleaning Materials	320.68

British Telecommunications plc	Telephone Bill	101.95
Bristol Old Vic Theatre School	Under Milk Wood	1140.00
Clare Nelmes (PC Outlet/Ideal 365)	Paper Rolls/Dispenser	46.00
British Telecommunications plc	Telephone bill – Town Hall	144.16
Petty Cash		150.00
Biffa Waste	Glass disposal	20.83
Booker Ltd (C Nelmes)	Drink and bar stock	266.78
Bablake Wines Ltd	Drink stock	216.80
JCW Window Cleaning	Window cleaning	25.00
Mickleburgh	Repair to grand piano	450.00
Terry Ray	Website Renewal – 2016	84.47
Terry Ray	Website Renewal - 2017-08-01	98.87
Faithorn Farrell Timms	Agency & Valuation Services	840.00
Clare Nelmes (Amazon)	2.5 mtr Hose – Vacuum Cleaner	22.47
British Telecommunications	Telephone Bill - AH	31.46

ACCOUNTS NOW DUE FOR PAYMENT – 31st August 2017

Biffa Waste Services Ltd	Waste collection	36.40
Clare Nelmes (General Lamps)	Lighting	103.80
Clare Nelmes (ao.com)	Beko Electric Range Cooker	549.00
Clare Nelmes (Booker Ltd)	Bar stock etc	296.52
Clare Nelmes (Booker Ltd)	Bar stock etc	172.68
The Consortium	Cleaning Materials	135.97
The Consortium	Cleaning Materials	33.10
EDF Energy	Electricity bill – Armstrong Hall	1121.36
Leafline	Plant Hire	93.60
Lemon Gazelle	Appraisal for Community Buildings	1800.00
Matrix BES Ltd	Electrical Repair – Bakery Annex	135.10
Matrix	Connect new oven	90.00
Walker Fire (UK)	Fire safety Inspection	783.72
Water2business	Water Bill – Armstrong Hall	461.96
Nicky West	Hall Booking - Refund	50.00

(b) To receive the financial statements for June and July 2017

The financial statements for June and July 2017 were 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 £105,577.99, although this did not include the deduction for the Bristol Old Vic invoice for the Under Milk Wood production (when this is deducted the total will be £104,437.99). Tickets are on sale for the next event which is a production of Winter in Majorca on 9 September 2017.

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

The Hall Manager reported that the hot water boiler in the kitchen was still working very intermittently and she is currently looking at options for sorting this out. The birds nesting in the roof had now fledged and so we need to look at how they got in and rectify the problem. The Hall Supervisor reported that we are looking at installing LED lights into the Cossham Hall to increase the longevity of the lights as they are difficult to change. Mrs Dunkley offered the use of some scaffolding to assist with this. The Hall Supervisor reported that the new lights from New Siblands School included disco lights and so we were now able to offer that facility in the Armstrong Hall.

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

None.