

Report of the Armstrong Hall Management Committee

held on Thursday 4 May 2017

in the Committee Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chairman)
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Angela Symonds
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)

Benj Emmerson (absent)

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

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Jayne Stansfield (out of Thornbury)
Cllr Helen Harrison (Mayoral engagement)

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 23 MARCH 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 23 March 2017 had been circulated and was approved.

The Hall Manager updated the Committee on the following items. She confirmed that she is still waiting to hear back from The Community Association and Thornbury Amateur Dramatics Society regarding the dissolving of Thornbury Lighting Services. The fire safety system works had been completed with costs reduced as much as possible. Turnberries Trustees had visited the Armstrong Hall and also the Museum.

(Cllr Maggie Tyrrell arrived at the meeting)

4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 25 APRIL 2017

The minutes of the Trust meeting held on 25 April 2017 were tabled and noted.

The Hall Manager confirmed that Lemon Gazelle (contact – Sarah Martin) had been appointed to carry out the redevelopment options appraisal, and that she had met with them and briefed them. There was a meeting planned tomorrow to progress the site valuation.

5. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

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

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (April) - Hall	102.73
South Gloucestershire Council	Rates (April) – Bakery Annexe	93.60
South Gloucestershire Council	Rates (April) – Museum	52.04
JCW Window Cleaning	Window Cleaning of Cossham Hall	25.00

ACCOUNTS NOW DUE FOR PAYMENT – 4 May 2017

Petty Cash		100.00
Amazon (C Nelmes)	Bathroom Fan	17.74
Amazon (C Nelmes)	Cable	4.29
Bablake Wines	Drink stock	271.27
Biffa Waste Services Ltd	Waste collection – glass & cardboard	43.92
Biffa Waste Services Ltd	Waste collection – glass	20.83
BWBSL	Water & sewerage 04/17 to 03/18	507.01
British Telecommunications plc	Telephone bill	146.20
The Consortium	Paper	18.78
The Consortium	Cleaning utensils	260.20
GAP Supplies Ltd	Board and wall plugs	29.86
Newey & Eyre Ltd	Light fittings	32.03
PHS Group	Sanitary Disposal 03/17 to 04/18	659.34
G A Stone	Repair of piano in Cossham Hall	26.25
Savery & Son	Key cutting	44.28
Savery & Son	Key cutting	8.10
Chipping Sodbury Glass	Glass for repairs	313.20

(b) To receive the financial statement for March 2017 and the 2016/17 financial year

The financial statement for March 2017 and the 2016/2017 financial year had been circulated and was noted. The level of reserves was discussed and Cllr Clive Parkinson stated that we needed to be conscious of having to satisfy an auditor with regard to the level. The Hall Manager confirmed that this would not be an issue due to the potential repairs and maintenance costs for the Hall.

(c) To receive an update on fundraising and donations

The Hall Manager reported that the Cornucopia concert had raised £327.85 and the Chris Brown concert had raised £345.31. Tickets are on sale for the next event, Under Milk Wood on 17 June 2017, and there is also an open garden fundraising event planned for 2 July 2017. The fundraising total for the redevelopment now stands at £102,266.93.

(d) To consider and approve the budget for 2017/18

The budget for 2017/18 had been circulated and was noted. The Hall Manager highlighted that the "Actual 2016/2017" did not include some end of year "tidying" that would be included in the final accounts. It was agreed that this should be reissued when the final accounts has been done. The Hall Manager confirmed that the budget was in line with previous years and was what had been expected. The only main addition was a line for "redevelopment professional fees". It was agreed that the Hall Manager, Cllr Clive Parkinson and the Responsible Financial Officer should meet to better understand that difference shown in income from raised seating hire. The Hall Manager reported that Armstrong Hall would effectively be running at a loss in 2017/2018 of £35,157 which would be met from reserves, which would leave an anticipated reserve of £52,766 into the next financial year.

6. TO CONSIDER AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES

(a) To consider an offer for staging and lighting equipment

The Hall Manager reported that the New Siblands School had some lighting and staging equipment that they no longer needed and were willing to give to the Armstrong Hall in exchange for a donation and a letter confirming that the users of the equipment would include charitable purposes and support children/young people. The equipment was in very good condition, in some cases hardly used or new. It was agreed that a donation of £1000 be made (which would be covered by the funds that we should be getting back from Thornbury Lighting Services). The new equipment would be stored either under the stage or in space cleared out in the bar store.

(b) To consider any other operational and maintenance issues

The Hall Manager provided an update. Mickleburghs would be repairing the damage to the piano at a cost of around £400. The changing rooms had been spruced up in advance of the Arts Festival. The Hall Manager confirmed that she would be looking into whether there were birds nesting in the Cossham Hall roof.

7. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON THE REDEVELOPMENT PROJECT

The Hall Manager updated members on progress with the redevelopment project. Lemon Gazelle had been appointed to carry out the redevelopment options appraisal. Meetings with South Gloucestershire Council were continuing. The Hall Manager and Martin Brooks were meeting with theatre specialists week commencing 14 May 2017.

The plan was to have an interim report from the options appraisal process in June/July which would inform the public consultation process beginning in July, around the carnival, to raised awareness and communicate broad options. Consultation on more detailed options would take place at the end of August/beginning of September. The final decision would be made by the Armstrong Hall Trust in October, and it was agreed that the Armstrong Hall Committee should meet a week before this, rather than meeting afterwards which would be the normal pattern of meetings.

The project was discussed in general, in particular the more “intangible” factors in the decision making process and the importance of them in appraising the options, for example the importance of owning the site, continuity in providing a venue for performances, Cossham Hall’s historical importance, etc.

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

None