

**Minutes** of the Armstrong Hall Management Committee  
held on Thursday 3<sup>rd</sup> September 2015 at 7.30 pm  
in the Council Chamber, Town Hall

**Present:** Shirley Holloway  
Benj Emmerson  
Clive Parkinson  
Guy Rawlinson  
Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)  
Bernard Fennell (Thornbury Lighting Services)

Judith Payne (Hall Manager)  
Sandra Richardson (Deputy Hall Manager)

---

**1. APOLOGIES FOR ABSENCE**

Bob Griffin (Out of Thornbury)  
Lesley Jones (Family Commitment)  
John Smith  
Brian Haley

**2. MATTERS ARISING FROM REPORT OF 18<sup>th</sup> JUNE 2015**

(a) Redevelopment Project

(i) Fundraising Update

Judith Payne updated members on the latest fundraising events. The 'V' for Victory afternoon had been a sell out and raised £792.00 as there were no expenses claimed, Barbara Ray informed members that she has written and thanked the artists. The next event will be 'Flanders and Swann Revisted', which will be held on 26<sup>th</sup> September and tickets are selling well. At the end of October Roger Huckle with Bristol Ensemble will be returning for another fundraising concert.

(ii) Report of the Joint Armstrong Hall Project Group Meeting

The minutes of the first Joint Armstrong Hall Project Group meeting held on 22<sup>nd</sup> July 2015 had been circulated. Shirley Holloway reported that they have selected an applicant to interview for the position of Fund Raising Consultant and will be holding a video conference with her on 7<sup>th</sup> September. After some discussion it was agreed that the £5,000 allocated for this appointment should come from the Armstrong Hall budget and not the redevelopment fundraising account. It was proposed by Benj Emmerson that the Project Group are authorised to appoint the chosen candidate, this was seconded by Clive Parkinson and unanimously agreed.

Benj Emmerson asked if we have terms of reference for the Fund Raising Consultant. Clive Parkinson said the consultant will provide the strategy for our grant submissions but is not expected to actually fill out the forms. Barbara Ray was disappointed that we may not be getting help with writing the applications. Maggie

Tyrrell commented that until we know which organisations we are applying to we are in the dark as to the requirement for form filling.

(iii) Christmas Lights 'Switch On'

Barbara Ray informed members that she has booked Andrew Stocker from Bristol Old Vic to perform the 'Switch On' of the Christmas Lights on Tuesday 17<sup>th</sup> November. Barbara agreed to write a press release and asked if some hi-viz waistcoats could be purchased for the bucket collectors on the night. It was agreed to purchase twelve waistcoats with a logo of 'Armstrong Hall Development Appeal' which can also be used for future fundraising events.

(b) Installation of Bollard at Front of Museum

The Hall Manager reported that the new bollard has been installed to deter delivery lorries from parking in front of the Museum.

(c) Purchase of Motion Operated Lights

It was reported that Brian Haley has now fitted the motion sensor lights in the toilets and they are working well.

(d) Bakery Annexe Roof

The Hall Manager reported that she is awaiting quotations from roofing contractors for repairs to the Bakery Annexe roof.

**3. MATTERS IN PROGRESS**

(a) To receive the Draft Minutes of the Armstrong Hall Trust Meeting

The draft minutes of the Armstrong Hall Charitable Trust meeting held on 1<sup>st</sup> September 2015 were tabled and noted.

**4. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT**

(a) The financial statements for June and July 2015 were received and noted.

(b) The following accounts had been paid during Recess:-

ACCOUNTS PAID OUT OF MEETING: 9<sup>th</sup> July 2015

South Gloucestershire Council	Rates (June) – Armstrong Hall	123.00
South Gloucestershire Council	Rates (June) – Museum	53.00
GAP Supplies Ltd	Sealant for Bakery Annexe Roof	38.88
Mickleburgh Ltd	Tuning piano in Armstrong Hall	66.00
Mrs B Ray	Reimbursement for baby grand piano	250.00
T C Ray	1 year fee for hosting web-site	71.28
British Telecom plc	Telephone bill – hall	25.96
Yate Supplies Ltd	Black bags	65.44
Theatrical Technical Services	Sensor Lighting - AH	105.08

## ACCOUNTS PAID OUT OF MEETING: 4<sup>th</sup> August 2015

South Gloucestershire Council	Rates (July) – Armstrong Hall	123.00
South Gloucestershire Council	Rates (July) – Museum	53.00
British Telecom	Broadband – AH	89.70
British Telecom	Telephone Bill – AH	28.32
Bablake Wines	Drinks Stock	522.85
Biffa Waste Services Ltd	Wheelie bin collection (July)	16.13
Biffa Waste Services Ltd	Wheelie bin collection (June)	33.86
Consortium	Cleaning Materials and Stationery	207.03
Matrix BES Ltd	Electrical Testing	930.00

(c) The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (August) – Armstrong hall	123.00
South Gloucestershire Council	Rates (August) – Museum	53.00

(d) It was agreed that the following accounts now due for payment be approved:-

Bristol Water	Water Services Bill	492.78
Bablake Wines	Drinks Stock	174.59
PHS Group	Sanitary Disposal	546.14
Petty Cash		40.00
Biffa	Wheelie Bin Rental	16.13
Leafline	Artificial Plant Displays	93.60
British Telecom	Telephone Bill - AH	26.11

### **5. CORRESPONDENCE**

None received.

### **6. OPERATIONAL MATTERS**

Bernard Fennell said he has noticed recently that the coconut mat in the entrance hall has almost disintegrated and he feels it needs to be replaced and the carpet cleaned in the foyer.