

Minutes of the Armstrong Hall Management Committee
held on Thursday 8th October 2015 at 7.30 pm
in the Council Chamber, Town Hall

Present: Shirley Holloway
Guy Rawlinson
Bob Griffin
Benj Emmerson

Barbara Ray (Armstrong Hall Advisory Committee)
John Smith (Armstrong Hall Advisory Committee)
Bernard Fennell (Thornbury Lighting Services)
Ralph Shallcross

Sandra Richardson (Deputy Hall Manager)
Mary Sealey (Administrator)

1. APOLOGIES FOR ABSENCE

Clive Parkinson (Out of Thornbury)
Lesley Jones (Family Commitment)
Helen Harrison (Other Meeting)
Maggie Tyrrell (Other Meeting)
Judith Payne
Brian Haley

2. MATTERS ARISING FROM REPORT OF 3rd SEPTEMBER 2015

(a) Redevelopment Project

(i) Fundraising Update

Sandra Richardson updated members on the latest fundraising events. The Flanders and Swann production raised £1,063 and a further £65.00 has been banked from the sale of greetings cards and Thornbury Anthology books that have both been donated. The next event is the Classical Music Concert with Roger Huckle and members of Bristol Ensemble to be held on 30th October 2015. Tickets are also now on sale for the talk by Andrew Stocker of Bristol Old Vic following the Christmas Lights 'Switch On'.

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

Shirley Holloway reported that the Project Group had met with the newly appointed fundraising consultant, Caroline Taylor on 7th October in the Town Hall. Caroline has worked on a large number of projects and she has taken away the paperwork and the group will reconvene in November.

(iii) Christmas Lights 'Switch On'

Bob Griffin drew members' attention to an article in The Gazette of today's date giving details of the redevelopment project as the Thornbury Christmas Lights Association (TCLA) selected charity this year. Barbara Ray commented that she will be submitting an article to The Gazette announcing who will be performing the 'Switch On' at 7.00 pm on Tuesday 17th November.

Terry Ray of TCLA had informed that their association normally supply the hi-viz jackets for the bucket collectors so there is no need to order any ourselves. Six bucket collectors will be required and the TCLA will have labelled the buckets.

(b) Bakery Annexe Roof

Sandra Richardson reported that despite approaching various roofing contractors for a quotation to repair the Bakery Annexe roof, only one company had responded. This company had given a quotation of £1,250 and it was agreed to appoint them to carry out the repairs.

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 6th October 2015 were tabled and noted.

4. INCOME AND EXPENDITURE ACCOUNTS FOR 2014-15

The draft income and expenditure accounts were tabled. The Deputy Hall Manager took members through the accounts, it was noted that bar takings were up on last year but complex hire was down slightly on the previous year.

5. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT

(a) The financial statement for August was received and noted.

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

South Gloucestershire Council	Rates (September) – Armstrong Hall	123.00
South Gloucestershire Council	Rates (September) – Museum	53.00
EDF Energy	Electricity Bill	887.49
GAP Supplies Ltd	Repair materials	65.01

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

Biffa Waste Services Ltd	Glass waste collection	48.83
Bablake Wines Ltd	Drink stock	254.54
Bablake Wines Ltd	Drink stock	14.39
British Telecom	Telephone bill	26.33
Costco Wholesale	Membership	24.00
PHS Group	Sanitary Waste Collection	86.34
G A Stone	Piano tuning	35.00
Unitary Engineering Ltd	Annual heating service	182.40

6. CORRESPONDENCE

None received.

7. OPERATIONAL MATTERS

Sandra Richardson reported that the coconut matting in the entrance hall will be replaced as soon as possible.