

Report of the Armstrong Hall Management Committee

held on Thursday 11 January 2018
in the Excell Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Pam Shipp
Cllr Jayne Stansfield
Cllr Maggie Tyrrell

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

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

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Helen Harrison (another committment)
Cllr Angela Symonds (out of Thornbury)
Mr Bernard Fennell (indisposed)

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None.

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 16 NOVEMBER 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 16 November 2017 had been circulated. The report was proposed as a correct record by Cllr Shirley Holloway, seconded by Cllr Clive Parkinson and unanimously agreed.

4. TO RECEIVE THE MINUTES OF THE TRUST MEETINGS HELD ON 7 DECEMBER 2017 AND 9 JANUARY 2017

The minutes of the Trust meeting held on 7 December 2017 had been circulated and were noted.

The minutes of the Trust meeting held on 9 January 2017 were tabled and noted. Cllr Clive Parkinson requested that item 5 of the minutes be amended to include that the Armstrong Hall Complex refurbishment option would need to be revised and re-costed. The revised timeline for further consultation and decision making was noted, in particular

the timeframe for the second consultation process and the Town Meeting on 1 March 2018 which would be at 7.30pm in the Cossham Hall.

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

The Clerk tabled plans for the redevelopment of the Armstrong Hall Complex. This version of the plans for redevelopment was the preferred option of the Working Group. The Clerk talked through the main aspects of the plans including changes made recently by the architect. The plans were discussed in detail. The Clerk asked for any comments on the plans from user groups to be passed back to her as soon as possible. The plans had been costed at around £4.9 million which included building works, demolition, contingency, retractable seating and professional fees, but not fitting out. The Clerk confirmed that more detailed plans were being produced for the refurbishment option.

6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payment were tabled. The Clerk confirmed that the application for a corporate credit card had been made. 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 (December) - Hall	101.00
Petty Cash		150.00
Amathus	Drink stock	153.05
Amathus	Drink stock	139.85
Biffa Waste Services Ltd	Card and glass collection & disposal	36.40
British Telecommunications plc	Telephone bill – Armstrong Hall	37.40
Consortium	Cleaning materials	236.28
EDF Energy	Electricity Bill – Bakery Annexe	322.74
EDF Energy	Electricity Bill – Armstrong Hall	1638.01
C Nelmes (Booker Ltd)	Drink stock	480.93
Hawkins of Thornbury	Pull Handle, batteries & cable	68.05
Leafline	Plant displays	93.60
Silvey Oils	Gas Oil	936.06
South Gloucestershire Council	Annual Premises licence	180.00
Bristol Ensemble Ltd	Fee for concert on 21 st Oct 2017	1000.00

ACCOUNTS NOW DUE FOR PAYMENT

Amathus	Drink Stock	197.95
Advanced Plumbing & Heating	Boiler Check and Clean	78.00
Biffa	Wheelie Bin and Rental	33.88
British Telecom	Telephone Bill	39.71
JCW Window Cleaning	Window Cleaning	25.00

Savage Associates	Accountant Fees	975.00
Silvey Oil Fuel Specialist	Gas Oil for Boiler	1922.70
Silvey Oil Fuel Specialist	Gas Oil for Boiler	936.06

(b) To consider the estimate of current expenditure against budget for 2017/18

The estimate of current expenditure against budget 2017/18 had been circulated and was discussed. The Clerk confirmed that expenditure was generally on target with the exception of redevelopment professional fees which were higher than anticipated. This included costs relating to valuation, options appraisal, business plan, architect fees and quantity surveying. The Clerk also reported that income from bar sales was much higher than predicted.

(c) To consider the Armstrong Hall budget for 2018/19

The Armstrong Hall budget for 2018/19 had been circulated and was discussed. The Clerk talked through the changes from the 2017/18 budget including an increased bar income target and an increased provision for professional fees to take forward the redevelopment project. The clerk confirmed that Armstrong Hall was predicted to run at a loss during 2018/19 and would need to use its reserves. It was anticipated that at the end of that financial year it would be left with £18,000 reserves. Some issues were noted with the totalling of the columns and the Clerk agreed to refer these back to the RFO. Cllr Benj Emmerson proposed that the budget be accepted. The proposal was seconded by Cllr Maggie Tyrrell and unanimously agreed.

(d) To approve the fees and charges from April 2018

The proposed fees and charges valid from April 2018 had been circulated and were discussed. The Clerk confirmed that a small amount (50p-£1) had been added to most items and some new items had been added or clarified (hot water flasks, cinema screen and a children's party package). Corkage had been removed as an option which would make the administration and control of the sale of alcohol more straightforward, although exceptions may need to be made for specialist groups. Cllr Benj Emmerson proposed that the fees and charges be accepted. Cllr Maggie Tyrrell seconded the proposal and the majority of Councillors agreed. Cllr Pam Shipp voted against accepting them.

(e) To receive an update on fundraising and donations

The Hall Manager reported that the fundraising total for the redevelopment now stands at £106,505.39. Barbara Ray reported that a number of events were planned over the coming months: -

20 January 2018	Young Persons Concert
10 February 2018	Classical Vocal Concert
10 March 2018	Jazz Festival
24 March 2018	Folk Concert
23 June 2018	Under Milk Wood

The Committee thanked Barbara for all her efforts in arranging these events.

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

(a) Stage lighting and electrical issues

The Clerk reported on a number of issues relating to stage lighting and electrical issues.

PAT testing of all electrical appliances is due at the Hall and it was agreed that the cheapest quote should be used for this work. The cost would be approximately £200.

(Martin Brooks left the meeting at this point.)

PAT testing of the stage lighting also needs to be carried out. This is more specialist work than the normal PAT testing and the Clerk had obtained separate quotes. It was agreed that the cheapest quote should also be used for this work.

(Martin Brooks returned to the meeting at this point.)

The Clerk talked through the different approaches to dealing with the condemned stage lighting situation and the quotes that had been obtained from Stage Electrics and Chinnick Theatre Services. The situation was discussed in detail by the Committee including how portable any new equipment may be, bearing in mind that the future plans for the Hall have not yet been decided. The Clerk confirmed that there was no budget for the works, but that it could be taken out of reserves. Cllr Benj Emmerson proposed that we accept the quote from Chinnock Theatre Services. Cllr Bob Griffin seconded the proposal and it was unanimously agreed.

(b) Lighting rig and bar inspection

The Clerk reported that the Trust had agreed at its meeting on 9 January 2018 to authorise works to assess the lighting rig/bar and certify it for weight.

(c) CCTV

The Hall Supervisor highlighted areas within the Hall complex that would benefit from CCTV coverage and provided details of costs for appropriate CCTV systems. This could be fitted by existing staff. Cllr Bob Griffin proposed that the Hall Supervisor be authorised to spend £150-£170 on a CCTV system. Cllr Clive Parkinson seconded this proposal and it was unanimously agreed.

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

None.