

Minutes of the Armstrong Hall Management Committee
held on Wednesday 13th January 2016 at 2.00pm
in the Council Chamber, Town Hall

Present: Shirley Holloway
Bob Griffin
Maggie Tyrrell (*late arrival*)

Barbara Ray (Armstrong Hall Advisory Committee)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)
Bernard Fennell (Thornbury Lighting Services)

Sandra Richardson (Deputy Hall Manager)
Brian Haley (Hall Supervisor)

1. APOLOGIES FOR ABSENCE

ABSENT

Guy Rawlinson (Out of Thornbury)
Helen Harrison (Out of Thornbury)
Benj Emmerson (Work Commitment)
Clive Parkinson (Out of Thornbury)
Judith Payne

Lesley Jones

The Deputy Hall Manager advised that as the meeting was not quorate no decisions could be made at this meeting.

2. MATTERS ARISING FROM REPORT OF 12th NOVEMBER 2015

(a) Redevelopment Project

(i) Fundraising Update

The Deputy Hall Manager reiterated the fundraising total given at the Trust meeting earlier in the week and informed members of the next two forthcoming fundraising events.

The Chairman, Shirley Holloway thanked the members that had carried out the bucket collection on the Christmas Lights 'Switch On' evening and even though the fun fair could not take place due to the weather conditions, a total of £155 was raised. In addition the talk given by Andrew Stocker of the Old Vic on the same evening also raised £440. Shirley Holloway believes there is a possibility that we may be re-considered by the Christmas Lights Association as the named charity for another year.

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

Shirley Holloway informed members that the Project Group have appointed an architect to prepare further design work and the Project Group will be meeting with him in the near future. The architect had requested a 3D survey but it had been decided not to proceed with this as it was not considered essential.

Bernard Fennell asked when it had been decided to appoint a new architect. Shirley Holloway replied that he had been commissioned by the Project Group to look at the master plan for the whole project as potential funders will need to know the long term plans.

(Maggie Tyrrell entered the meeting)

Shirley Holloway also reported that the fundraising consultant, Caroline Taylor has been doing a STEP (Social, Technological, Economic, and Political) analysis for the Complex.

(b) Bakery Annexe Roof

Work has been completed on the Bakery Annexe roof and this item will be taken off the agenda.

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 7th January 2016 were tabled and noted.

(b) To receive the report of the Armstrong Hall Advisory Group Meeting

The report of the Armstrong Hall Advisory Committee meeting held on 2nd December 2015 was received and noted.

4. FINANCIAL STATEMENTS & ACCOUNTS FOR PAYMENT

(a) The financial statements for October 2015 and November 2015 had been circulated with the agenda and were noted.

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

South Gloucestershire Council	Rates (November) – Armstrong Hall	123.00
South Gloucestershire Council	Rates (December) – Armstrong Hall	123.00
Petty Cash		100.00
Biffa Waste Services Ltd	Collection of glass and cardboard	22.98
Bablake Wines Ltd	Drink stock	172.38
British Telecommunications plc	Telephone Bill – Hall	29.46
EDF Energy	Electricity Bill – Hall	1,116.11
EDF Energy	Electricity Bill – Bakery	359.28
Grange Carpets	Replacement door matting	206.40
T Hopkins Building Service	Repairs to Bakery Roof	1,250.00
Leafline	Plant displays	93.60
Performing Right Society Ltd	Annual Fee	1,233.10
South Gloucestershire Council	Annual Licence Fee	180.00

(c) The following accounts now due for payment were approved:-

Bablake Wines Ltd	Glass wash liquid	22.51
Biffa Waste Services Ltd	Waste collection	20.16
Bristol Ensemble Ltd	Concert – 30 th November 2015	1000.00
British Telecommunications plc	Broadband services	92.10
British Telecommunications plc	Telephone bill	31.93
Capita Specialist Insurance Ltd	Insurance	453.60
Caroline Taylor Consulting	Consultancy Fees – 1 st Instalment	3022.80
Newey & Eyre	Electrical Fittings	157.92
Newey & Eyre	Electrical Fittings	41.64
Newey & Eyre	Electrical Fittings	333.77
Newey & Eyre	Electrical Fittings	41.64
Silvey Oil Specialists	Gas Oil	1546.20

5. **CORRESPONDENCE**

None received.

6. **OPERATIONAL MATTERS**

There were no operational matters to report.