

Minutes of the Armstrong Hall Management Committee
held on Thursday 18th June 2015 at 7.30 pm
in the Council Chamber, Town Hall

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

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

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

1. APOLOGIES FOR ABSENCE

None received.

2. MATTERS ARISING FROM REPORT OF 14TH MAY 2015

(a) Redevelopment Project

(i) Fundraising Update

Judith Payne updated members on the latest fundraising events, The production of Beaux Stratagem by Bristol Old Vic Theatre School had raised £410 for the redevelopment project and the next event takes place on 22nd June, which is a concert entitled 'A Summer Serenade'. Barbara Ray informed members that some of the gardens in Castle Street will be open to the public again on 4th July with proceeds going to the redevelopment project and a 1940's 'V for Victory' concert is planned for 29th August 2015.

It was reported that the artist impression and plans will be put on display in the foyer of the Complex this weekend by the architect, John Page.

(ii) Report of the Strategic Planning Working Group & Long Term Vision Working Group

At the Trust meeting held on 16th June it was agreed to amalgamate the two working groups to form a 'Joint Working Group', which will report back to the Trust and Armstrong Hall Management Committee. The Group will consist of the following members: -

Shirley Holloway
Clive Parkinson
Bob Griffin
Maggie Tyrrell

Barbara Ray
John Smith
Chris Roberts
Judith Payne

The Joint Working Group will appoint a Chairman at their next meeting and are also free to co-op further members if they so wish. Shirley Holloway agreed to arrange a mutually convenient time for the next meeting.

Clive Parkinson reported that at the workshop held in April the advice from Chris Roberts was that the main remit of the Joint Working Group should be to fundraise and the long term vision should be available to demonstrate what we can do with the complex as a whole, the case needs to be good in order to attract grants.

(b) Installation of Bollard at Front of Museum

A bollard has been ordered and will be installed by Council's handyman when his schedule of work allows.

(c) Purchase of Motion Operated Lights

Brian Haley reported that he has installed the new motion operated lights in the ladies toilets and they seem to be working well.

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 16th June 2015 were tabled.

Members noted that appointing a celebrity to switch on the Christmas Lights had been discussed at the Trust meeting. Barbara Ray said she could arrange for Andrew Stocker of Bristol Old Vic to perform the switch on as she has booked him to do a talk as a fund raising event. It was agreed that members would let Barbara know by 16th July if they would like her to book Andrew Stocker.

Benj Emmerson pointed out that the Minutes of the Armstrong Hall Management Committee meeting are not being adopted at the present time and it was agreed that they should be adopted at the Trust meetings in future.

(b) To Consider Voting Rights of Non-Members of the Armstrong Hall Management Committee

The Hall Manager explained that this item had been placed on the agenda at the request of John Smith. The Hall Manager stated that at the present time, representatives appointed to the Hall Management Committee by the Advisory Committee cannot vote, which is in line with the Town Council Committees. At present it is a quorum of four Trust members required on the Management Committee and there cannot be the situation where they are outnumbered by non-trust members.

Clive Parkinson proposed that in order to give voting rights to non-trust members, the Hall Advisory Committee can appoint just two voting members to the Hall Management Committee. However, further members can be appointed to sit on this committee but they would have no voting rights. This was seconded by Maggie Tyrrell and unanimously agreed. A decision will be made at the next Hall Advisory Committee as to which two members will be given the voting rights.

(c) To Consider the Purchase of a Baby Grand Piano for the Cossham Hall

The Hall Manager informed members that through Barbara Ray an opportunity has arisen to purchase a baby grand piano for the Cossham Hall for the sum of £250. All members were in favour of making this purchase and Brian stated that he can arrange transportation of the piano. Both Barbara and Brian were thanked for their help with this purchase.

(d) To Receive the Hall Advisory Report of Meeting held on 3rd June 2015

The report of the Armstrong Hall Advisory Committee meeting held on 3rd June had been circulated with the agenda. It was noted that John Smith, Barbara Ray and Martin Brooks were reappointed as representatives to the Management Committee for the ensuing year.

4. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT

(a) The financial statements for April and May were received and noted.

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

South Gloucestershire Council	Rates (May) – Armstrong Hall	123.00
South Gloucestershire Council	Rates (May) – Museum	53.00

(c) The following accounts now due for payment were proposed by Benj Emmerson and seconded by Bob Griffin for payment to be approved:-

Petty cash		25.00
Biffa	Wheelie Bin Rental	16.13
Horders	Receipt Books Printed	212.40
Leafline	Artificial Plants	93.60
Silvey Oil	Gas Oil	1870.20
Thornbury Town Council	Agency Wages	27988.86
EDF Energy	Electricity Bill – Bakery	768.64
EDF Energy	Electricity Bill – AH	1660.25

5. CORRESPONDENCE

None received.

6. OPERATIONAL MATTERS

Brian Haley reported that he has looked at the Bakery Annexe roof and there is a substantial gap where there has been water ingress from driving rain and he feels it needs professional repairs.