

Minutes of the Armstrong Hall Management Committee

held on Thursday 24th March 2016
in the Council Chamber, Town Hall

Present: Shirley Holloway
Maggie Tyrrell
Benj Emmerson
Clive Parkinson
Helen Harrison

Barbara Ray (Armstrong Hall Advisory Committee)
John Smith (Armstrong Hall Advisory Committee)

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

1. APOLOGIES FOR ABSENCE

Guy Rawlinson (Mayoral Engagement)
Bob Griffin (Out of Thornbury)
Lesley Tuck (Out of Thornbury)
Brian Haley

2. MATTERS ARISING FROM REPORT OF 11th FEBRUARY 2016

(a) Redevelopment Project

(i) Fundraising Update

The Hall Manager updated members on the current fundraising total, which stands at £60,598 (not including the £5,000 earmarked by TMTG). The recent Jazz with Jessica evening was very successful and raised £1,199.37. Barbara Ray informed members that the next fundraising event is being held in collaboration with the Arts Festival and is a Film Night of sing along with the movie musical Grease on 18th April, tickets are available from the Arts Festival box office.

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

Shirley Holloway reported that the Project Group had met with the architect and he had gone through various options for the back of stage area and he will be coming back to them with a design to fit the regulations.

Shirley Holloway tabled a fee schedule from View Architects, giving a fee of £2,992.50 for the Phase 1 concept design and developed design. Barbara Ray said she had spoken to her colleagues on the fundraising committee and they are happy for this fee to be taken from the Redevelopment Phase 1 fundraising account. The drawings covered by this fee should be sufficient for the planning application for Phase 1, i.e. the four dressing rooms.

The estimated architect fee for the second stage of the development is £5,670, which includes a dimensional survey. The fundraising consultant, Caroline requires a further £912 for her extra work making a total of £6,582. It was agreed at the Trust meeting held earlier in the week to request an item on the next Finance and Policy Committee agenda that Council considers financial assistance for this proportion of the fees as they are associated with the long term plan

for the Complex and as such, the responsibility of the Trust. It was also pointed out that there will be a fee for resubmitting the planning application, which will be in the region of £1,000.

John Smith proposed that we are now in a position to move forward with Phase 1 and commit £2,992 for the architect fees. This was seconded by Clive Parkinson and unanimously agreed. It was also agreed to do a publicity campaign as soon as practicable.

(b) Replacement Chairs – Cossham Hall

The Hall Manager reported that chairs that match the existing have been identified and are priced at £22 each. There is some concern about the quality of the material as the sunlight is thought to have rotted the material of the present chairs, but efforts will be made to draw the curtains in bright sunshine.

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 22nd March 2016 were tabled and noted.

(b) To receive the Report of the Hall Advisory Committee Meeting

The report of the Hall Advisory Committee meeting held on 2nd March had been circulated and was noted.

4. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT

(a) The financial statement for January 2016 had been circulated with the agenda and was noted. Maggie Tyrrell said it would be useful if a quarterly report could be done in addition to the monthly statement so that members have some comparisons.

(b) The following account was paid out of meeting:-

British Telecom plc	Telephone bill	34.37
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(c) The following accounts now due for payment were approved:-

Bablake Wines	Drink Stock	253.81
Bristol Wessex	Water Bill	426.75
The Consortium	Cleaning Items	218.75
The Consortium	Cleaning Items	77.22
Hawkins	Roof Seal	16.49
JNC (Fire Protection) Ltd	Service of Fire Extinguishers	254.58
Leafline	Plant Hire	93.60
G A Stone	Piano Tuning	126.00
Thomas Silvey Ltd	Gas Oil	1550.36
Yate Supplies Ltd	Bin bags	85.88
Biffa Waste Ltd	Bottle and card waste collection	37.94

Accounts to be paid on 1st April 2016

PHS Group	Waste collection	600.10
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5. CORRESPONDENCE

None received.

6. OPERATIONAL MATTERS

The Hall Manager reported that the Bar Steward has had an operation and is on sick leave. In his absence one of the regular bar staff has lost a set of keys, fortunately Adrian Savery is able to re-bore the locks to avoid the expense of changing all the locks.

John Smith highlighted that this is the last Management meeting for Judith as Hall Manager and on behalf of the committee he wished her all the best for the future and a long and happy retirement.