

## Minutes of the Meeting of the Armstrong Hall Charitable Trust

Held on 14<sup>th</sup> June 2016

In the Council Chamber at 6.30 pm

---

**Present:** Helen Harrison (Chairman)  
Alan Carman  
Gail Whitehead  
Guy Rawlinson  
Shirley Holloway  
Pam Shipp  
Maggie Tyrrell  
Martin Trueman  
Angela Symonds  
Vincent Costello  
Bob Griffin  
Clive Parkinson  
Matthew Stringer (*late arrival*)  
Benj Emmerson (*late arrival*)

Sandra Richardson (Deputy Clerk to the Trust)  
Mary Sealey (Administrator)

---

### 1. Apologies for Absence:

### Absent

Clare Fardell (Out of Thornbury)

Lesley Tuck

*Bernard Doyle, Director of View Architects and Chris Roberts Project Manager for the Armstrong Hall Redevelopment Project were in attendance and it was agreed to take Item 5(iii) as the first item of business.*

### 5 (iii) The Redevelopment Project Phase 1

32/16. Shirley Holloway invited Bernard Doyle and Chris Roberts to give a presentation on the recent work of the Project Group. Chris Roberts said the vision of Trust members was delivered via a workshop about a year ago and as a result of this, he had been tasked with the fundraising side and View Architects had been appointed to deliver a scheme. The first step was to appoint a Fundraising Consultant and Caroline Taylor has produced a fundraising strategy for the whole complex, including the backstage area.

The fundraising findings were as follows:-

- The upper limit of likely funding is 2 million pounds.
- An “Anchor Funder” is required and it had been agreed that the most likely to be successful is the Heritage Lottery Fund, as we don’t fit the focus for other types of funding. The maximum for this application would be 1 million pounds as applications for more than this amount would not be considered regionally.
- Remaining “match funding” would be 1 million pounds.

The process for applying for the Heritage Lottery Fund is as follows:-

- Pre-enquiry application, which takes approximately 6 months and will cost in the region of £8,000.
- Round 1 application, which takes approximately 12-18 months and will cost in the region of £10,000.
- Round 2 application, which takes approximately 12 months and will be primarily funded by HLF if successful in getting to this stage.

Caroline Taylor's consultancy fee for the pre-enquiry application, which involves producing a lot of information, will be in the region of £6,000 plus VAT. It will be necessary to prove public support for the project and if successful at Round 1 of the application, HLF ring fence the money and are able to give some funding at Round 2.

Chris Roberts estimates that the possible cost to the Armstrong Hall Trust to secure Heritage Lottery Funds will be in the region of £30,000 - £35,000 (Inc the cost to date).

Bernard Doyle gave a power point presentation of the designs so far, which included the Cossham Hall as central to the plans and a new build Museum. The rough estimate of building costs are as follows:-

- Phase 1 Backstage £230,000 (11% of overall budget)
- New build Museum and many ancillary facilities £800,000 (40% of overall budget)
- Cossham Hall area £75,000 (4% of overall budget)
- Remainder of refurbishments including stage, heating etc. £830,000 (42% of overall budget)

33/16. Guy Rawlinson asked what discussions had taken place with the Heritage Trust regarding the plans. Chris Roberts said they support the idea of a new facility in principle and it will be very important to work closely with the Heritage Trust for Heritage Lottery Funding.

34/16. Clive Parkinson emphasised that these are first draft plans and when final drawings are available a public relations strategy will be put in place by the Project Working Group. The next stage is for the Trust to agree that the Project Working Group is moving in the right direction and be prepared to commit £8,000 for the HLF Pre-enquiry Application.

35/16. Shirley Holloway proposed that the Trust requests an item on the next Finance and Policy Committee meeting to consider providing the £8,000 required for the Pre-enquiry Application to the Heritage Lottery Fund. This was seconded by Gail Whitehead and a vote taken with one abstention and all those remaining in favour.

The Chairman thanked Chris and Bernard for their presentation and they left the meeting.

**2. Consider and Approve the Minutes of Annual General Meeting of the Trust held on 3<sup>rd</sup> May 2016**

36/16. The minutes of the Annual General Meeting of the Armstrong Hall Charitable Trust held on 3<sup>rd</sup> May 2016 were considered and signed as a correct record by the Chairman.

**3. Matters Arising**

There were no matters arising.

**4. Report of the Hall Management Committee Meeting held on 5<sup>th</sup> May 2016**

37/16. The report of the Armstrong Hall Management Committee meeting held on 5<sup>th</sup> May 2016 was received and noted.

**5. Redevelopment Project Phase 1**

(i) Fundraising Update

38/16. The Deputy Clerk informed members that the fundraising total now stands at £61,646. The tickets are going well for the Old Vic Theatre School's production of 'A Midsummer Night's Dream' to be held on Saturday 18<sup>th</sup> June. Tickets are also on sale in the Tourist Office for 'Enchanting Folk Melodies' to be held on Friday 8<sup>th</sup> July and on Sunday 10<sup>th</sup> July five gardens in Castle Street will be open to the public in aid of the appeal. Looking forward Michael Lunts will be returning to Thornbury with a concert on 17<sup>th</sup> September and The Bristol Ensemble on 21<sup>st</sup> October.

(ii) Joint Armstrong Hall Project Group – Update

39/16. Shirley Holloway commented that the presentation given by Chris and Bernard at this meeting had covered the recent work of the group.