

11<sup>th</sup> November 2016

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL on THURSDAY 17<sup>th</sup> November 2016** commencing at **7.00 pm**

Yours sincerely,



Clare Nelmes, Secretary and Hall Manager

**AGENDA**

1. To receive any apologies for absence
2. To approve the report of the Management Committee meeting of 6 October 2016 and consider any matters arising from them not covered by another agenda item.
3. To receive the minutes of the Trust meeting held on 15 November 2016
4. To welcome the new hall supervisor
5. To consider matters relating to Armstrong Hall finances:
  - a. To receive the most recent financial statement and approve accounts for payment
  - b. To consider a draft budget for 2017/18
  - c. To receive an update on fundraising and donations
  - d. To receive an update on the review of fees, charges and booking conditions
6. To consider an update from the Hall Manager on building condition and maintenance issues
  - a. To receive an update on the future use of the Bakery Annexe
  - b. To receive an update on the condition of the Armstrong Hall floor and the maintenance options.
  - c. To consider any other building maintenance issues
7. To consider any updates from the Hall Manager on operational matters
8. To receive an update from the Hall Manager on the redevelopment project
9. To consider any correspondence received

## **BACKGROUND PAPERS**

The following are circulated with or have been previously circulated and form part of this agenda:-

- (a) Report of the Armstrong Hall Management Meeting of 6.10.16
- (b) Minutes of the Armstrong Hall Trust Meeting of 15.11.16 (to be tabled)
- (c) Most recent Financial Statement (to be tabled)
- (d) Accounts for Payment (to be tabled)
- (e) Draft Budget for 2017/18 (to be tabled)