

Friday 27 April 2018

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL COMPLEX** on **THURSDAY 3rd MAY 2018** commencing at **7.30 pm**



Louise Powell, Hall Manager

AGENDA

1. To receive any apologies for absence
2. To receive any representations from the public or hirers
3. To approve the report of the Management Committee meeting of 22 March 2018 (attached) and consider any matters arising from them not covered by another agenda item
4. To receive an update on the Armstrong Hall redevelopment
5. To consider the matters raised from the recent Health & Safety visit by Ellis Whittam (to be tabled)
6. To consider the purchase of a defibrillator for the Hall (to be tabled)
7. To consider matters relating to Armstrong Hall finances:
 - a. To approve accounts for payment (to be tabled)
 - b. To receive the financial statements for March 2018 (attached)
 - c. To receive an update on fundraising and donations
8. To receive an update from the Hall Manager on any operational and maintenance issues
9. To consider any correspondence received or other urgent business

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 22.03.18 (attached)
- (b) Financial statements for March 2017 (attached)
- (c) Letter from Gareth Williams- Thornbury Jazz Festival Committee