

## **Report of the Armstrong Hall Management Committee**

held on Thursday 22 March 2018  
in the Excell Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chairman)  
Cllr Benj Emmerson  
Cllr Bob Griffin  
Cllr Clive Parkinson  
Cllr Pam Shipp  
Cllr Jayne Stansfield  
Cllr Angela Symonds  
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)

Louise Powell (Hall Manager)  
Adam Bloom (Hall Supervisor)  
Belinda Morley (Administrator)

(Cllr Helen Harrison – absent)

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The Chair took a moment to remember the commitment and dedication to the Armstrong Hall of Martin Brooks, who passed away in February 2018. This was followed by a minutes silence.

**1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Gill Dunkley (Armstrong Hall Advisory Committee)

**2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS**

None

**3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 15 FEBRUARY 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 15 February 2018 had been circulated and was agreed.

Cllr Benj Emmerson requested that the matter of purchasing a defibrillator for the Armstrong Hall Complex, which had been brought to attention during the last meeting, be considered as an agenda item at the next meeting. The Hall Manager agreed to look into the matter.

**4. TO RECEIVE THE MINUTES OF THE TRUST MEETINGS HELD ON 20 MARCH 2018**

The minutes of the Trust meeting held on 20 March 2018 were tabled and noted.

**5. TO CONSIDER THE OUTCOME OF THE TRUST DECISION ON THE FUTURE OF THE ARMSTRONG HALL**

Following the consultation and the public support received for a new building on the existing Armstrong Hall site, the Management Committee supported The Trust's decision to progress the 'rebuild' option.

Cllr Clive Parkinson recommended that a "working party", to include members of the public with relevant expertise, be set up. Ownership of the Hall should remain the responsibility of the Councillors but the day to day management should include more people from the community.

Cllr Maggie Tyrell highlighted the need to keep the 'community feel' of the Armstrong Hall Complex in the future and that this should be considered when recruiting members of the public for a 'working party'.

Cllr Clive Parkinson emphasised that Hall Staff should be kept informed of progress and should be carefully considered at all stages during the redevelopment process.

**6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES**

(a) To approve accounts for payment

The accounts for payment were tabled. It was proposed by the Chairman, seconded by Cllr Benj Emmerson and unanimously agreed that the following accounts now due for payment be approved:-

**ACCOUNTS PAID OUT OF MEETING:**

British Telecommunications	Telephone Bill	39.68
Clare Nelmes (Hall Master)	Hallmaster Licence	180.00
Clare Nelmes (Booker)	Bar Stock	401.38
Water 2 Business	Water Bill	477.41
EDF Energy	Electricity Bill	1885.85
EDF Energy	Electricity Bill	1823.39

**ACCOUNTS NOW DUE FOR PAYMENT – 22<sup>nd</sup> March 2018**

Chipping Sodbury Glass Ltd	Window Replacement	122.40
The Consortium	Cleaning Products	347.70
Amathus	Bar Stock	124.74
Biffa	Bin Collection	65.00
Leafline	Rental of Artificial Plant Display	93.60
Lemon Gazell CIC	Business Plan	1000.00
Capita Specialist Insurance Consortium	Insurance policy	474.82
	Sign	5.63

Loud Hire Ltd	Lighting desk	1700.00
JCW Windows	Window Cleaning	25.00
Clare Nelmes (Booker)	Drinks Stock – Bar	532.08

(b) To receive the financial statements for February 2018

The financial statement for February 2018 had been circulated and was discussed. The Hall Manager confirmed that the miscellaneous payment of £5242.50 during the month covered two invoices from View Architects and one from Lemon Gazelle. Cllr Clive Parkinson suggested that the Trust have a budget from which invoices like these be paid and that the beginning of the next financial year would be an appropriate time to consider this.

(c) To receive an update on fundraising and donations

The Hall Manager reported that the fundraising total for the redevelopment now stands at £109,087.98. Thanks were once again expressed to Barbara Ray for her commitment and hard work, the Jazz Festival being a particularly successful event.

A number of events were planned over the coming months: -

24 March 2018	Irish Folk Concert
19 <sup>th</sup> May 2018	Kate Dimbleby
23 <sup>rd</sup> June 2018	Bristol Old Vic (The Mill on the Floss)

**7. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES**

(a) Purchase of the Lighting Desk

The Hall Manager confirmed that the lighting desk had been purchased but had not yet arrived. It will be an easy to use system and once installed, will be ready for hirers immediately. The Hall Supervisor advised the committee that there are still some old wires which need to be removed.

(b) Future of the Sound System

The Hall Manager circulated a paper on the future of the sound system. This issue was discussed in detail. It was agreed that the Hall Supervisor will obtain quotes and bring them to the next meeting.

(c) Maintenance works

The Hall Manager circulated a paper detailing maintenance works necessary for the Armstrong Hall Complex which included the removal of a water cylinder at the back of the Armstrong Hall and replacing it with 4 over basin water heaters. It was unanimously agreed that although more expensive than first approved, this maintenance would ultimately save money.

Other maintenance issues discussed included the repair to the wall at the side of the Cossham Hall which is leaking and causing the building timbers to rot. The

Hall Manager has received one quote of £480 to repair the leak but will obtain another to ensure the repairs are cost effective. It was unanimously agreed that the repair go ahead.

8. **TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS**

The Committee was asked to consider giving recognition in some way to Martin Brooks and other important Armstrong Hall figures when rebuilding the complex.

Cllr Clive Parkinson suggested that the Armstrong Hall Management Committee should consist of four non-council members. It was agreed that this was for the Armstrong Hall Charitable Trust to decide and should be added to their next agenda.