

Report of the Armstrong Hall Management Committee

held on Thursday 6th October 2016
in the Committee Room at the Armstrong Hall Complex

Present: Shirley Holloway (Chairman)
Maggie Tyrrell
Benj Emmerson
Clive Parkinson

Bernard Fennell (Thornbury Lighting Services)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)

Sandra Richardson (Deputy Hall Manager)
Mary Sealey (Administrator)

1. APOLOGIES FOR ABSENCE

Bob Griffin
Helen Harrison
Angela Symonds
Barbara Ray (Armstrong Hall Advisory Committee)
Clare Nelmes (Hall Manager)
Brian Haley (Hall Supervisor)

The Chairman, Shirley Holloway was sad to report that Reg Adams who was Hall Supervisor for twelve years passed away on 18th September and asked for a minutes silence as a mark of respect.

2. MATTERS ARISING FROM REPORT OF 6 OCTOBER 2016

(a) Removal of Asbestos from Bakery Annexe

The Hall Manager had appointed Envirochem in an advisory capacity for the removal of the asbestos in the garage and store at the Bakery Annexe. Envirochem have obtained three quotations for removal and cleaning and recommended Shield Environmental Ltd as the best standalone price at £1,785, but suggested the general waste is disposed of in-house if possible. There would also be an additional £195 for air quality monitoring. It was unanimously agreed to proceed with the recommendation from Envirochem.

(b) Replacement Fascia Boards

The Deputy Hall Manager tabled two quotations received for replacing the fascia boards at the side and rear of the hall. The quotations were from Southern Plasticlad Ltd and Fascia Lift for the sum of £4,680 (inc vat) and £1,320 (inc vat) respectively. It was unanimously agreed to accept the quotation from Fascia Lift.

3. FINANCIAL MATTERS

(a) Financial Statement and Approve Accounts for Payment

The financial statement for August had been circulated. Clive Parkinson commented that members need to be aware when looking at the figures that the Hall has to reimburse Town Council for the wages at the end of the year.

The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (September) - Hall	124.00
South Gloucestershire Council	Rates (September) - Museum	53.00

It was proposed by Maggie Tyrrell, seconded by Benj Emmerson and unanimously agreed that the following accounts now due for payment be approved:-

British Telecommunications plc	Telephone bill – September	34.32
Biffa Waste Services Ltd	Glass collection	21.42
Bablake Wines Ltd	Drink Stock	280.79
B W B S L	Water & Sewerage Bill – Hall	480.66
The Consortium	Cleaning equipment	249.20
Costco Wholesale	Membership	26.40
Newey & Eyre	Lighting items	52.80
Performing Right Society Ltd	Licence for 2016/17	1,301.62
PHS Group Ltd	Sanitary Waste Disposal	600.10
PHS Group Ltd	Annual Charge	88.08
Travis Perkins Trading Co Ltd	Paint and emulsion	218.59
Gas Sure Service Ltd	Boiler testing	75.00
Petty Cash		40.00

(b) Review of Fees and Charges and Debtors Policy

In the absence of the Hall Manager there was no further information available on this matter.

(c) Redevelopment Project – Fundraising

The Deputy Hall Manager informed members that the fundraising total stands at £64,445. The following events have been planned leading up to Christmas:

Friday 21st October – Classical Music Concert with Roger Huckle and Bristol Ensemble.

Saturday 12th November – Young Musicians' Afternoon Concert with tea and cakes.

Friday 18th November – Three Men's Company performing 'Just a song at Twilight'.

Tuesday 6th December – Café Style Concert by Rockhampton Wind Quintet.

4. BUILDING CONDITION AND MAINTENANCE

(a) To Consider Options for the Future of the Bakery Annexe

The Deputy Hall Manager reported that an approach has been made by two groups who are interested in the possibility of having sole use of the Bakery Annexe. It was agreed that the only feasible proposition is from the tenants of the offices at 67 High Street who are interested in using the Bakery Annexe to extend their office space but would be looking for a minimum of a 2 year lease. After some discussion it was agreed that the Hall Manager is given the authority to have further discussions with Martin Green of Age UK to ascertain if they are prepared to bring the premises up to an acceptable standard for office use at their expense and if they are happy to do that then the proposal can be further investigated and conditions and charges discussed.

(b) To Receive an update on the Condition of the Armstrong Hall Floor and Maintenance Options

It was reported that staff have been sticking the floor down as it has lifted but to date it has not been possible to find expert advice on how to rectify the problem in the long term. Bernard Fennell commented that one of the main problems is there is no damp membrane underneath the floor. Martin Brooks said they had taken out an expansion strip in the floor at the front under the stage and this had helped.

5. OPERATIONAL MATTERS

(a) Washroom Facilities Contract

A quotation has been received from an alternative supplier for the sanitary waste contract, which would give a significant annual saving. It was agreed to give notice to the current supplier to cancel the contract that expires in March 2017.

(b) Replacement Tables

The Hall Supervisor had requested 4 replacement five foot tables, which would cost approximately £400. It was agreed to authorise the purchase.

6. REDEVELOPMENT PROJECT

Clive Parkinson reported that the Hall Manager, Clare Nelmes will be working on the business plans required to move forward with the project. As Clare has only recently joined the staff she needs a bit of time to get up to speed and although it may be frustrating at this stage it will help the project progress in the long run. Benj Emmerson asked if it would be possible to have some sort of timetable and was informed that this will be part of the work done by Clare.

Bernard Fennell expressed his disappointment that the original single project to replace the dressing rooms was totally side lined, which was what the ladies that formed the fundraising committee had been working towards. Bernard Fennell said he had hoped that the project would have been eligible for Section 106 funding. Maggie Tyrrell commented that we would not have been able to access S.106 funding for the dressing rooms as a standalone project. Now with Clare's help and advice we should make good progress.

Clive Parkinson asked that the plans for the back stage area be put on the agenda for the next Working Group meeting.

7. RECRUITMENT OF HALL SUPERVISOR

The position of Hall Supervisor has been advertised with a closing date of 24 October 2016. The Chairman informed members that Brian Haley has said he is happy to help out with lighting and sound on a private basis.

8. REPORT OF THE HALL ADVISORY COMMITTEE MEETING – 05.10.16

John Smith gave a report on the meeting of the Hall Advisory Committee meeting. There were only five user groups represented and everyone seems happy with the service they receive. The only thing that was raised was the Arts Festival Committee representative expressed disappointment that the dressing rooms have not been refurbished and as a committee they are embarrassed at showing professional artists into them. There was also criticism that the Hall Management Committee have not pressed for a business plan earlier.

9. REPORT OF THE ARMSTRONG HALL TRUST MEETING – 04.10.16

The minutes of the Armstrong Hall Trust meeting held on 4 October 2016 were tabled and noted.