

Minutes of the Meeting of the Armstrong Hall Charitable Trust
Held on 21 March 2017
In the Council Chamber at the Town Hall
At 7.00 pm

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

Clare Nelmes (Clerk to the Trust)
Sandra Richardson (Deputy Clerk to the Trust)
Wendy Sydenham (Administrator)

(Martin Trueman – Absent)
(Jayne Stansfield – Absent)
(Lesley Tuck – Absent)

1. Apologies for Absence

None

2. To approve the Minutes of the Trust Meeting held on 7 February 2017 and to consider any matters arising from those Minutes

18/17. The minutes of the Armstrong Hall Charitable Trust meeting held on 7 February 2017 were proposed as a correct record by Matthew Stringer, seconded by Clare Fardell and signed by the Chairman. (*Vincent Costello arrived at the meeting*)

19/17. The issue of children being in the Bakery Annexe premises due to the toy library run by Jigsaw was discussed and the Clerk confirmed that the appropriate insurances were in place and risk assessments had been carried out.

3. To approve the Report of the Armstrong Hall Management Committee Meeting held on 9 February 2017 and consider any matters arising from the Report

20/17. The Report of the Armstrong Hall Management Committee meeting held on 9 February 2017 had been circulated and was noted and approved.

21/17. The Clerk confirmed that future meetings of the Armstrong Hall Management Committee would start at 7.30pm. The Clerk reported that Jazz with Jessica had been a successful, sell-out event and that tickets were now on sale for the next event, Cornucopia.

4. To receive an update from the Clerk on the redevelopment project

22/17. The Clerk updated the meeting on progress with the redevelopment project. The Officer Working Group was meeting fortnightly and was being clerked by an officer from South Gloucestershire Property Services. A site visit to Turnberries had taken place and a visit to Armstrong Hall and the Museum was planned to clarify what facilities would need to move across. The Clerk reported that she had met with the architect for Armstrong Hall who has offered to do a site valuation and other services and will send through details of the costs involved. The Clerk reported that she is finalising the Options Appraisal Brief and will shortly be circulating this. She has also spoken to the South Gloucestershire CVS about accessing funding. The Clerk also outlined the role of the Project Board which would meet quarterly and that this is a Thornbury-wide Board covering a number of projects. Meetings have also taken place with the Museum and performance groups to establish their requirements.

(Shirley Holloway arrived at the meeting)

23/17. Representation on the Officer Working Group and the Project Board was discussed in detail and it was agreed that greater representation was needed. It was agreed that Clive Parkinson would attend the Project Board meetings in addition to Helen Harrison. It was agreed that Clive Parkinson and Bob Griffin (with Maggie Tyrrell as substitute) would attend the Officer Working Group meetings. The Clerk would continue to attend both meetings. The Clerk agreed to circulate details of the meeting dates and venues. The next Officer Working Group meeting would take place on Tuesday 28 March at 10.00am in the Town Hall.

5. To consider any other urgent matters

24 /17. The Clerk confirmed that she had met with the Bank and the Armstrong Hall mandates would shortly be sorted out.