

6 January 2017

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL** on **THURSDAY 12th JANUARY 2017** commencing at **7.00 pm**

Yours sincerely,



Clare Nelmes, Secretary and 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 17th November 2016 and consider any matters arising from them not covered by another agenda item.
4. To receive the minutes of the Trust meeting held on 10 January 2017 (to be tabled)
5. To consider matters relating to Armstrong Hall finances:
 - a. To approve accounts for payment (to be tabled)
 - b. To receive an update on fundraising and donations
6. To receive an update on Thornbury Lighting Services and to agree an approved lighting supplier for specialist sound and lighting provision in the Hall
7. To approve the proposed fees and charges for 2017/18
8. To consider an update from the Hall Manager on any operational 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 operational and maintenance issues
9. To receive an update from the Hall Manager on the redevelopment project
10. 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 17.11.16
- (b) Minutes of the Armstrong Hall Trust Meeting of 10.01.17 (to be tabled)
- (c) Accounts for Payment (to be tabled)
- (d) Proposed fees and Charges for 2017/18