

Friday 5 January 2018

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL** on **THURSDAY 11<sup>th</sup> January** commencing at **7.30 pm**



Clare Nelmes, 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 16 November 2017 (attached) and consider any matters arising from them not covered by another agenda item
4. To receive the minutes of the Trust meeting held on 7 December 2017 (attached) and 9 January 2018 (to be tabled)
5. To receive an update from the Hall Manager on the redevelopment project
6. To consider matters relating to Armstrong Hall finances:
  - a. To approve accounts for payment (to be tabled)
  - b. To receive consider the estimate of current expenditure against budget for 2017/18 (attached)
  - c. To consider the Armstrong Hall budget for 2018/19 (attached)
  - d. To approve the fees and charges from April 2018 (attached)
  - e. To receive an update on fundraising and donations
7. To receive an update from the Hall Manager on any operational and maintenance issues including:
  - a. Stage lighting and electrical issues
  - b. Lighting rig and bar inspection
8. 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 16.11.17 (attached)
- (b) Minutes of the Armstrong Hall Trust meeting of 07.12.17 (attached) and 09.01.18 (to be tabled)
- (c) Accounts for payment (to be tabled)
- (d) Estimate of current expenditure against budget for 2017/18 (attached)
- (e) Draft Armstrong Hall budget for 2018/19 (attached)
- (f) Proposed fees and charges from April 2018 (attached)