

Friday 9 February 2018

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COUNCIL CHAMBER at the TOWN HALL** on **THURSDAY 15th FEBRUARY 2018** commencing at **7.30 pm**



Clare Nelmes, Hall Manager

A minutes silence will be taken at the beginning of the meeting in memory of Bernard Fennell, who passed away in January. We are very thankful for the dedication and commitment he gave to the Armstrong Hall over the past 40 years

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 11 January 2018 (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 13 February 2018 (to be tabled)
5. To receive a presentation from the Hall Manager on the redevelopment project and consultation including questions from Hall Users
6. To consider matters relating to Armstrong Hall finances:
 - a. To approve accounts for payment (to be tabled)
 - b. To receive the financial statements for November & December 2017 (attached) and January 2018 (to be tabled)
 - c. 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
 - c. To consider quotations for a replacement lighting desk (to be tabled)
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 11.01.18 (attached)
- (b) Financial statements for November and December 2017 (attached)