

3 February 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 9<sup>th</sup> FEBRUARY 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 meetings held on 12 January and 24 January 2017 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 February 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 the financial statement for December 2016
  - c. To receive an update on fundraising and donations
  - d. To note that the Charity Annual Return has been submitted and annual accounts are being finalised.
6. To receive an update on the dissolving of Thornbury Lighting Services and to agree any approved lighting suppliers for specialist sound and lighting provision in the Hall
7. To consider an update from the Hall Manager on any operational and maintenance issues:
8. To receive an update from the Hall Manager on the redevelopment project
9. 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 Meetings of January and 24 January 2017
- (b) Minutes of the Armstrong Hall Trust Meeting of 7.2.17 (to be tabled)
- (c) Accounts for Payment (to be tabled)
- (d) Financial statement for December 2016