

Report of the Armstrong Hall Management Committee

held on Thursday 12th January 2017
in the Cossham Hall at the Armstrong Hall Complex

Present: Shirley Holloway (Chairman)
Jayne Stansfield
Clive Parkinson
Maggie Tyrrell
Bob Griffin
Barbara Ray (Armstrong Hall Advisory Committee)
Bernard Fennell (Thornbury Lighting Services)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)
Clare Nelmes (Hall Manager)
Mary Sealey (Administrator)
Adam Bloom (Hall Supervisor)

Gill Dunkley (Thornbury Arts Festival)
Rachel Tayler (Thornbury Arts Festival)
Gill Page (Thornbury Arts Festival)
Diana Korby-Jenson (Thornbury Arts Festival)
Hazel Dutton (Severn Vale Flower Club)
Lyn Kidd (Northavon Youth Theatre Club)

1. APOLOGIES FOR ABSENCE

Benj Emmerson (Out of Thornbury)
Helen Harrison (Other Meeting)
Angela Symonds (Indisposed)

2. PUBLIC PARTICIPATION

With representatives of various groups in attendance the Hall Manager explained the proposed fees and charges to become operational from 1st April 2017. Clare Nelmes explained that she has been in discussion with many of the regular hall hirers over the past couple of weeks and after taking on board all the comments made the proposed fees and charges have been reviewed once more and a copy tabled this evening. As a result of these recent changes all hirers will benefit.

The representatives present generally agreed that the latest version of fees and charges are far more favourable and roughly balance out with the normal 5% annual increase. Gill Dunkley said they would like the Armstrong Hall Complex to remain key to the Arts Festival but they have obviously got to be mindful of costs and want to work together. Hazel Dutton representing Severn Vale Flower Club had some concern on the choice of hiring the kitchen for refreshments against the new option of a refreshment trolley, which will have vacuum flasks of hot water, tea, coffee and biscuits. The Hall Manager said this option has been included as there have been safety concerns regarding having kettles and urns in the hall and in the future they will only be available with the kitchen. If there are 20 people or more it will probably be more cost effective to hire the kitchen.

The Chairman agreed to take item 7 as next business.

7. TO APPROVE THE PROPOSED FEES AND CHARGES FOR 2017/18

John Smith said he felt it was unreasonable to formally approve the proposed fees and charges until all the groups have had time to work out how they will be affected.

(Martin Brooks and Lyn Bedford arrived at the meeting)

Martin Brooks said he would like time to check how the charges affect his amateur dramatic group and commented that they cannot pass the increase onto the customer as £12 per ticket is about the maximum that can be charged for their shows.

It was proposed by John Smith that the decision to approve the new fees and charges is postponed for two weeks to enable hirers to make further representations should they wish. This was seconded by Clive Parkinson and a vote taken with 5 members voting in favour and 2 against. It was therefore agreed to convene a Special Armstrong Hall Management Committee meeting on Tuesday 24th January at 7.00 pm.

3. REPORT OF THE ARMSTRONG HALL MANAGEMENT MEETING – 17.11.16

The report of the Hall Management Committee meeting held on 17th November 2016 had been circulated and was approved.

4. MINUTES OF THE ARMSTRONG HALL TRUST MEETING – 10.01.17

The minutes of the Armstrong Trust meeting held on 10th January 2017 were tabled and noted.

5. FINANCIAL MATTERS

(a) Approve Accounts for Payment

The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (November) - Hall	124.00
South Gloucestershire Council	Rates (December) – Hall	124.00
British Telecommunications plc	Telephone Bill – Hall	36.30
EDF Energy	Electricity Bill – Bakery/Museum	1635.70
Screwfix (cheque to C Nelmes)	Convactor Heater	161.35
Biffa Waste Services Ltd	Wheelie Bin collection	39.59
Grantley House Retail Ltd	Padlock etc	17.64
Silvey Oil Fuel Specialists	Gas Oil	1762.20
Barbara Ray	Mini Grand Piano cover	222.08
T Hopkins	Repairs to Bakery Roof	175.00

It was proposed by Shirley Holloway, seconded by Clive Parkinson and unanimously agreed the following accounts now due for payment be approved:-

Alexandra Workwear	Workwear – polo shirts	156.24
Bablake Wines	Drink stock	592.63
British Telecommunications plc	Telephone Bill	29.69
Biffa Waste	Waste glass collection	25.19
Capita Specialist Insurance	Engineering Inspection	459.72
The Consortium	Cleaning equipment	211.71
Amazon (Clare Nelmes)	Laser Printer	95.99
Handy Straps (Clare Nelmes)	Tie Down Straps	12.99
Screwfix (Clare Nelmes)	Lamp	25.20

(b) Fundraising Update

The Hall Manager updated members on the fundraising total that now stands at £99,571 following a couple of successful fundraisers. ‘Just a Song at Twilight’ performed by Three Men’s Company made £641 and a concert by Rockhampton Wind Quintet made £202. Since the last meeting ACT had transferred their assets to the redevelopment fund and £653 banked from the Christmas Lights ‘switch on’ evening.

The next event will be a Young Musicians afternoon concert on Saturday 21st January and on 25th February Jessica Radcliffe will be performing with the Park Row Five.

6. THORNBURY LIGHTING SERVICES

The Clerk informed members that at a recent meeting members of Thornbury Lighting Services had agreed to dissolve and split the financial assets between the owners of the lights, namely The Community Association, Thornbury Amateur Dramatics and the Armstrong Hall. The new fees and charges include basic lighting with stage hire and any additional requirements can be commissioned through our approved lighting suppliers. There will be a policy that ensures any organisation bringing lighting into the hall are using an approved supplier.

8. OPERATIONAL AND MAINTENANCE ISSUES

(a) Future Use of Bakery Annexe

The Hall Manager informed members that at the Town Council meeting this week it had been agreed to grant aid Jigsaw in lieu of rent for the Bakery Annexe for use as a toy lending library. Jigsaw Thornbury have volunteers lined up for painting.

(b) Armstrong Hall Floor

The Hall Manager has obtained three quotations that range from £4,500 - £6,486 but they all give slightly different advice on dealing with the floor. Clive Parkinson requested more details on the specification and it was agreed that the work will need to be carried out either in the summer or at Christmas when there are the least number of bookings.

(c) Other Operational and Maintenance Issues

The fascia boards at the side and rear of the Armstrong Hall have now been replaced and the Hall Manager read out a letter of appreciation received from one of the residents of Station Close.

The necessary electrical work has been carried out in the kitchen and some extra sockets installed. The hot water boiler is still cutting out and as it is 20 years old quotes are being obtained for a replacement, which will cost in the region of £1,000 and can be considered at the next meeting. The Hall Manager said she would like to purchase a dishwasher for the kitchen; a good domestic model will cost approximately £350. It was agreed to authorise the Hall Manager to purchase a dishwasher as this will be required to facilitate the new option offered to hirers of a refreshments trolley.

9. REDEVELOPMENT PROJECT

As reported at the Trust meeting earlier in the week, the Chairman of the Redevelopment Working Group, Clive Parkinson and the Clerk, Clare Nelmes will be meeting with the consultant Caroline Taylor at the end of the month and then a meeting of the whole working group will be convened in February.

The Hall Manager informed members that a formal announcement will be made tomorrow of discussions that have just started with South Gloucestershire Council to explore whether the facilities currently provided at the Armstrong Hall could be better provided in the modern Turnberries building. A twin track approach will continue while these discussions take place and the work will continue with the Armstrong Hall Redevelopment Project in consultation with town.

10. CORRESPONDENCE

There was no correspondence to receive.