

## **Report of the Armstrong Hall Management Committee**

held on Thursday 23 March 2017  
in the Committee Room at the Armstrong Hall Complex

**Present:** Cllr Shirley Holloway (Chairman)  
Cllr Jayne Stansfield  
Cllr Bob Griffin  
Cllr Clive Parkinson  
Cllr Angela Symonds  
Cllr Benj Emmerson  
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)  
John Smith (Armstrong Hall Advisory Committee)  
Martin Brooks (Armstrong Hall Advisory Committee)  
Bernard Fennell (Thornbury Lighting Services)

Clare Nelmes (Hall Manager)  
Wendy Sydenham (Administrator)

Helen Harrison (Absent)

---

1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Adam Bloom (Hall Supervisor)

2. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS**

None

3. **TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 9 FEBRUARY 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 9 February 2017 had been circulated and was approved.

The Hall Manager confirmed that she is still waiting to hear back from The Community Association and Thornbury Amateur Dramatics Society regarding the dissolving of Thornbury Lighting Services.

4. **TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 21 MARCH 2017**

The minutes of the Trust meeting held on 21 March 2017 were tabled and noted.

**5. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES**

(a) To approve accounts for payment

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

		£
<b><u>ACCOUNTS PAID OUT OF MEETING</u></b>		
British Telecommunications plc	Telephone bill	30.37
EDF Energy	Electricity Bill – Bakery Annexe	211.69
EDF Energy	Electricity Bill – Armstrong Hall	1591.32
GAP Supplies Ltd	Loft Insulation & Celotex Board	467.16

**ACCOUNTS NOW DUE FOR PAYMENT – 23<sup>rd</sup> March 2017**

Shine-mart Ltd (A Bloom)	Telephone bracket	13.98
The Consortium	Cleaning utensils	86.42
G A Stone	Piano repair	65.00
Hallmaster (C Nelmes)	System Licence	180.00
Huangtengda ZXP (C Nelmes)	Soap dispensers	94.64
Nisbets (C Nelmes)	Lights	79.96
Brands Online Ltd (C Nelmes)	Pump	79.90
Jet Gadgets Ltd (C Nelmes)	Channel power supply	27.99
Biffa Waste Services Ltd	Waste collection glass & cardboard	32.10
Hawkins of Thornbury	Plumbing parts	18.93
Leafline	Plant hire	93.60
Mickleburgh Musical Instruments	Piano tuning	69.00
Savage Associates	Accounts Examination	895.00
Theatrical Technical Services	Help with raised seating	25.00
Travis Perkins Trading Co Ltd	Plumbing parts	21.82
Water2Business	Water bill	438.98
West of England Rural Network	Research re Governance & Title	357.00

Clive Parkinson proposed that a credit card for purchases for the Armstrong Hall should be obtained. Shirley Holloway seconded the proposal and it was agreed by the members.

(b) To receive the financial statement for February 2017

The financial statement for February 2017 had been circulated and was noted. It was agreed that it would be useful for comparative statements to be available at future meetings and the Hall Manager confirmed that the new financial system would make this possible. In particular it was agreed that it would be useful to have comparisons with the previous month's statement, the previous year's and the actual versus budget.

- (c) To receive an update on fundraising and donations

The Hall Manager reported that the Jazz with Jessica event had been very successful and raised £1626.29 which means that the total funds raised have now broken through the £100,000 mark. Tickets are on sale for the next event, Cornucopia on 31 March 2017.

*(Maggie Tyrrell arrived at the meeting at this point.)*

**6. TO CONSIDER AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES**

- (a) To consider a quotation to extend CCTV and coverage of the Hall Complex

The Hall Manager reported that a quote had been provided for work to update and extend the CCTV coverage of the Hall Complex from the existing provider. The quote was for covering outside areas (side lane, car park and Bakery Annexe) and also the larger rooms. This quote had been provided partly in response to damage to the building. Following discussion of the merits of improving the CCTV coverage, particularly in the context of the Turnberries project, it was agreed that the Hall Manager should investigate the costs further but not as an urgent matter.

- (b) To approve works necessary to the Hall Complex fire safety system

The Hall Manager reported that Walker Fire (UK) Ltd (the current provider) has provided a quote for bringing the Hall Complex fire safety system up to the regulation standard at around £1700. This would include updating signage, extinguishers, detectors, fire exits and emergency lighting. The Hall Manager confirmed that funds were available in the reserves. It was agreed that the Hall Manager should proceed to complete the works and seek to reduce the cost of some elements of the works, e.g. signage purchased elsewhere, fitting partly done by our own staff, etc.

- (c) To consider any other operational and maintenance issues

The Hall Manager provided an update. The changing rooms have been repainted and repainting was now planned for the Committee Room. A carpet cleaner would be hired and the work would be carried out by our own staff. Brian Green has been recruited as a cleaner and had carried out deep cleans of some areas.

The Hall Manager reported the hot water boiler in the kitchen was not able to be fixed and she had obtained a quote for a new one. It was agreed that further quotes needed to be obtained.

**7. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON THE REDEVELOPMENT PROJECT**

The Hall Manager updated the members on recent meetings relating to the project. Meetings had taken place with the Museum and performance groups to establish their requirements. The Officer Working Group was meeting fortnightly and we are represented on this group by the Hall Manager, Clive Parkinson and Bob Griffin. This

was overseen by the Project Board and we are represented by the Hall Manager, Clive Parkinson and Helen Harrison. The Turnberries Trustees would shortly be visiting Armstrong Hall and the Museum.

The Options Appraisal Briefing was now finished and would be sent out shortly with a view to appointing in April, research work done by May/June, an interim report ready for consultation in July, and to be refined in August, with a final report and decision in September. The Hall Manager confirmed she had met with the architect to discuss further the option of progressing works at the Armstrong Hall and he would be advising on costs of surveys, etc. It was agreed that these costs should be discussed at future Trust meetings.

Clive Parkinson highlighted that our current governance arrangements were most likely outdated and as part of this project it would be useful to revisit them, irrespective of which route is taken.

8. **TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS**

None