

Report of the Armstrong Hall Management Committee

held on Thursday 5 October 2017
in the Council Chamber at the Town Hall

Present: Cllr Shirley Holloway (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Pam Shipp
Cllr Jayne Stansfield
Cllr Maggie Tyrrell

Gill Dunkley (Armstrong Hall Advisory Committee)
Bernard Fennell (Armstrong Hall Advisory Committee)
Barbara Ray (Armstrong Hall Advisory Committee)

Adam Bloom (Hall Supervisor)
Clare Nelmes (Hall Manager)
Wendy Sydenham (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Angela Symonds
Cllr Helen Harrison
Martin Brooks (Armstrong Hall Advisory Committee)

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None.

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 31 AUGUST 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 31 August 2017 had been circulated and was approved.

4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 3 OCTOBER 2017

The minutes of the Trust meeting held on 3 October 2017 were tabled and noted. Two corrections were requested. Firstly, the screening of the Sleeping Beauty ballet on 13 October 2017 is not a fundraising event, and secondly, the minutes need to be clear with regard to the decision on the future of community facilities being a Trust decision rather than a Council decision. The minutes will be amended to reflect these corrections and reissued.

5. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON THE REDEVELOPMENT PROCESS AND THE RECENT CONSULTATION

The Hall Manager reported that the consultation process had now closed and there had been a good response with 300-400 responses received. The consultation report would be available in due course and it had been agreed at the Trust meeting on 3 October 2017 to delay the decision to allow for the report to be finished, and to allow time for other important information to be obtained to ensure an informed decision could be reached. The Trust and Council were committed to holding a public meeting, most likely in January 2018, with the decision most likely being made at the February Trust meeting.

The Hall Manager reported that Trust and Council had also raised the possibility of obtaining more detailed plans for the Armstrong Hall redevelopment option (to bring plans to the same level as those produced by South Gloucestershire Council for the Turnberries option). The Hall Manager reported that this would cost in the region of £5000 and would have to be met from reserves.

The options for the Museum were discussed including the views of Museum representatives themselves and the impact that different options would have on the development, in particular the Bakery Annexe yard, foyer options, what would happen to the Museum buildings, etc.

The pros and cons of producing more detailed plans were discussed in some detail, including the benefits of having plans of equivalent detail to the Turnberries plans, how these would actually impact on the decision making process and the need for a second consultation.

Cllr Clive Parkinson proposed that we proceed with obtaining more detailed plans. Cllr Bob Griffin seconded the proposal. The Committee voted on the proposal. Five members were in favour, three members were against, and one member abstained. Therefore the proposal was passed. The Hall Manager agreed to meet with the architect and set up a redevelopment working group meeting.

Cllr Benj Emmerson raised the issue of the importance of having full and correct information on the legal and charitable status of the Cossham Hall in relation to that of the Armstrong Hall. The Hall Manager confirmed that this information had already been obtained, but that further research was taking place to look into any hidden covenants. The same information would also need to be obtained in relation to the Museum buildings.

6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

Gill Dunkley asked whether the feasibility study would shortly be available from Lemon Gazelle. The Hall Manager confirmed that this should be ready soon and would feed into the decision making process. A budget had been agreed for this at £7000.

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

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (September) - Hall	101.00
South Gloucestershire Council	Rates (September) – Museum	52.00
Yate Supplies Ltd	Black Sacks	66.48
British Telecommunications plc	Telephone bill – Armstrong Hall	34.51
PHS Group	Sanitary Waste Collection 10/17 to 09/18	659.34
PHS Group	Sanitary Waste Collection 10/17 to 09/18	88.08
Lemon Gazelle	Professional Fees	1000.00
Lemon Gazelle	Professional Fees	2200.00
EDF Energy	Electricity Bill – Armstrong Hall	316.97

ACCOUNTS NOW DUE FOR PAYMENT

Petty Cash		100.00
British Telecommunications plc	Telephone bill – Armstrong Hall	35.52
Booker (C Nelmes)	Drink stock	305.43
Mickleburgh Musical Instruments	Tuning piano- CH	69.00
Performing Rights Society	Charges for period ending 5 Sept 2018	1314.00
Silvey Oil Specialists	Gas oil	824.51
View Architects	Professional Fees	2228.90
Mickleburgh Musical Instruments	Tuning piano – AH	69.00
Pyramid Catering Equipment	Kitchen Bench – AH	222.00
JCW Window Cleaning	Window Cleaner	25.00
The Consortium	Brush Handle	7.43
Biffa Waste Services	Waste Disposal	26.04
Clare Nelmes (Amazon Order)	High Security Padlock	15.99
Bablake Wines / TA Amathus	Drink Stock	787.81
Lemon Gazelle	Professional Fees	1800.00

(b) **To receive the financial statements for August 2017**

The financial statements for August 2017 were circulated and discussed. Cllr Benj Emmerson asked for clarification on the £2500 miscellaneous payment. The Hall Manager agreed to find out more about this and report back.

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

The Hall Manager reported that the fundraising total for the redevelopment now stands at £105,347.99. Tickets are on sale for the next event which is a classical music concert with Roger Huckle on 21 October 2017. There are two further events planned in November, a young persons' concert on 11 November 2017 and a review by the Three Mens Company on 24 November 2017.

7. **TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES**

The Hall Manager reported that the Hall had successfully passed the annual electrical inspection with only minor works needed. We have had an inspection by Environmental Health of the kitchen. Although we are awaiting their report, issues were raised regarding the lack of consistent hot water. Two quotes have been obtained for purchasing and installing a new boiler, and a third was awaited. A budget was agreed for the Hall Manager to proceed with this purchase once all quotes had been received to avoid further delays. The Hall Supervisor updated the Committee on the work that had been going on to manage risks relating to working in the stage area, and more rigorous checks and procedures will be introduced to manage these risks.

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

The Hall Manager reported on an ongoing issue with a supplier who had charged the Hall a restocking fee of £150 following the supply of an unsuitable cooker, as there was some dispute over the cause of the error. The Committee agreed an approach to resolve the issue.