

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

held on Thursday 9<sup>th</sup> February 2017  
in the Committee Room at the Armstrong Hall Complex

**Present:** Shirley Holloway (Chairman)  
Jayne Stansfield  
Bob Griffin  
Clive Parkinson  
Angela Symonds (*late arrival*)

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)  
Mary Sealey (Administrator)  
Adam Bloom (Hall Supervisor)

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### **1. APOLOGIES FOR ABSENCE**

Helen Harrison (Out of Thornbury)  
Benj Emmerson (Family Commitment)  
Maggie Tyrrell (Other Meeting)

### **2. PUBLIC PARTICIPATION**

None.

### **3. REPORT OF THE ARMSTRONG HALL MANAGEMENT MEETINGS**

The report of the Hall Management Committee meeting held on 12<sup>th</sup> January 2017 had been circulated and was approved.

The report of the Hall Management (Special) Committee meeting held on 24<sup>th</sup> January 2017 had been circulated and was approved.

### **4. MINUTES OF THE ARMSTRONG HALL TRUST MEETING**

The minutes of the Armstrong Trust meeting held on 7<sup>th</sup> February 2017 were tabled and noted.

### **5. FINANCIAL MATTERS**

#### **(a) 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:-

		£
Amazon (Adam Bloom)	HDMI Cable	7.99
AOL (Clare Nelmes)	Dishwasher	429.00
Bablake Wines Ltd	Drink stock	141.65
Bablake Wines Ltd	Drink stock	107.05
Biffa Waste Services Ltd	Glass waste collection	24.67
British Telecommunications plc	Broadband services	98.04
British Telecommunications plc	Telephone bill	31.69
Fascia Lift	To supply and fit fascia	1320.00
Leafline	Replacement cheque for invoice No 3621	93.60
Leafline	Plant displays – Dec 2016/March 2017	93.60
Matrix	Electrical works	1979.22
Matrix	Call out charge	74.40
Matrix	Repairs to hob and oven	161.28
Silvey Oil	Gas Oil	1790.71
G A Stone	Piano tuning	130.00
Yate Supplies Ltd	Black sacks	40.32

(b) Financial Statement

The financial statement for December 2016 had been circulated and was noted.

(c) Fundraising Update

The Hall Manager informed members that the fundraising total now stands at £99,967. Barbara Ray gave details of the following forthcoming concerts, on 25<sup>th</sup> February Jazz with Jessica and the Park Row Five and on 31<sup>st</sup> March 'Cornucopia' a quartet of professional horn players will be performing. Looking further ahead Barbara Ray has booked Cellist Chris Brown for 29<sup>th</sup> April and Bristol Old Vic Theatre School for 17<sup>th</sup> June.

(d) Completion of Annual Accounts 2015/16

The audit of accounts for 2015/16 has been completed by Savage Associates and the Annual Return will now be submitted to the Charity Commission.

**6. THORNBURY LIGHTING SERVICES**

The Hall Manager did not have any update on the dissolving of Thornbury Lighting Services as she is waiting to hear back from The Community Association and Thornbury Amateur Dramatics Society.

On receipt of insurance details; Brian Hayley's lighting company will be appointed as one of the approved stage lighting suppliers and Thornbury Musical Theatre Company's contractor will be the other.

*(Angela Symonds arrived at the meeting)*

## **7. OPERATIONAL AND MAINTENANCE ISSUES**

- (a) The Hall Manager reported that she had met with representatives from Jigsaw Thornbury at the Bakery Annexe earlier in the day. They will be arranging for some of their volunteers to decorate and will also be installing a de-humidifier. Bob Griffin asked about insurance and the Hall Manger confirmed that Jigsaw will cover their contents and have public liability insurance.
- (b) The Art Club have put the stair lift up for sale and have asked that it remains in situ until it is sold.
- (c) Members were informed that Adam Bloom has kindly donated a flat screen television to be placed in the foyer to replace the white board advertising activities. The Chairman thanked Adam on behalf of the committee for this donation.
- (d) All the booking forms for 2018 have been received from regular hirers and are at present being put on the system.

## **8. REDEVELOPMENT PROJECT**

As reported at the Trust meeting earlier in the week, the Hall Manager and Chairman of the Redevelopment Working Group have met with the fundraising consultant Caroline Taylor. An options appraisal is critical as any funder for either project will need to know that every avenue has been explored. The Hall Manager had also met with Richard Ward of South Gloucestershire Council earlier in the week to discuss the Turnberries site and was informed that if this project is given the go ahead there could be access to funds for a joint authority build.

Clive Parkinson reported that Caroline Taylor had been very clear that we should not spend any money on redevelopment before funding bids have been made as it would be considered retrospective. However, specifications and plans can be drawn up in readiness.

The Hall Manager said the Working Group need to firm up the specification for Phase 1 of the Armstrong Hall redevelopment, which will require meeting with groups on their requisites for the back stage area and the specification for the Museum. It is planned to appoint a consultant in March to work on the options appraisal with a view to carrying out a public consultation during the summer months and making a decision in September. South Gloucestershire Council will be carrying out similar work for their requirements at the Turnberries building.

## **9. CORRESPONDENCE OR OTHER URGENT BUSINESS**

Bob Griffin stated that he has difficulty in attending this meeting at 7.00 pm and requested that it is put back to a 7.30 pm start. Angela Symonds seconded this proposal. However, the hall supervisor objected to this as Thursday is his day off and he prefers the early start time. The Chairman asked for a show of hands on preferred start time and it was an equal split, therefore a decision was postponed until further discussions can take place.