

26 August 2016

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL on THURSDAY 1st SEPTEMBER 2016** commencing at **7.00 pm**

Yours sincerely,



Clare Nelmes, Secretary and Hall Manager

PLEASE NOTE THE CHANGE OF TIME AND VENUE

AGENDA

1. To receive any apologies for absence
2. To approve the minutes of the meeting of 16 June 2016 and consider any matters arising from them not covered by another agenda item
3. To consider matters relating to Armstrong Hall finances:
 - a. To receive the financial statements and approve accounts for payment
 - b. To receive the end of year accounts (attached) and approve any re-allocations
 - c. To consider a review of fees and charges for the hall and a debtors policy
 - d. To receive an update on fundraising
4. To consider an update from the Hall Manager on building condition and maintenance issues
5. To consider an update from the Hall Manager on operational matters
6. To consider an update from the Hall Manager on the redevelopment project
7. To consider a request from Thornbury Picture House to support their application to the British Film Institute (BFI) Neighbourhood Cinema Equipment Fund for a new projector
8. To note the resignation of the Hall Supervisor and to receive an update from the Hall Manager on staffing matters
9. To consider any correspondence received

BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda:-

- (a) Minutes of the Armstrong Hall Management Meeting of 16.6.16
- (b) Financial Statements (to be tabled)
- (c) End of Year accounts
- (e) Accounts for Payment (to be tabled)