

Report of the Armstrong Hall Management Committee
held on Thursday 16th June 2016
in the Council Chamber, Town Hall

Present: Shirley Holloway
Benj Emmerson
Bob Griffin
Clive Parkinson
Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)

Sandra Richardson (Deputy Hall Manager)
Mary Sealey (Administrator)
Brian Haley (Hall Supervisor)

1. APOLOGIES FOR ABSENCE

Helen Harrison (Other Commitment)
Alan Carman (Family Commitment)
Angela Symonds (Out of Thornbury)
Bernard Fennell

2. MATTERS ARISING FROM REPORT OF 5TH MAY 2016

(a) Redevelopment Project (Phase 1)

(i) Fundraising Update

The Deputy Hall Manager informed members that the fundraising total stands at £61,710 and gave details of the following forthcoming events. On 18th June the Old Vic Theatre School will be performing 'A Midsummer Night's Dream' in the Armstrong Hall and tickets have sold well. On Friday 8th July 'Enchanting Folk Melodies' will be presented by Fife and Strum in the Cossham Hall and on Sunday 10th July the committee have arranged for some of the gardens in Castle Street to be open to the public once again in aid of the redevelopment project. In the autumn, Michael Lunts will be presenting his show 'A Meeting of Minds' on 17th September and Bristol Ensemble will be returning to Thornbury for a concert on 21st October.

(ii) Report of the Joint Armstrong Hall Project Group Meeting

Shirley Holloway reported on the Project Group meeting held on 1st June and the presentation by the architect Bernard Doyle and project manager Chris Roberts to members of the Trust at the meeting held on 14th June. Professional support is required for the application to the Heritage Lottery Fund and some extra members will be required on the working group. A full report of the presentation is included in the minutes of the Trust meeting of 14th June and the Chairman informed members that she will be requesting that consideration is given by Council to fund the pre-enquiry application to the Heritage Lottery Fund, with the knowledge that further funding for Round 1 of the application will be required at the end of the year. Clive Parkinson said it is the intention of the Project Group to submit the pre-enquiry application by the end of this year.

3. MATTERS IN PROGRESS

(a) To receive the Draft Minutes of the Armstrong Hall Trust

The draft minutes of the Armstrong Hall Charitable Trust meeting held on 14th June 2016 were tabled. Shirley Holloway commented that it was very valuable for members of the Trust to hear of the plans first hand from Bernard Doyle and Chris Roberts. It had been emphasised at the meeting that these are first draft plans and will not be in the public domain at this stage.

(b) To receive the Report of the Armstrong Hall Advisory Committee Meeting

The report of the Advisory Committee meeting held on 1st June had been tabled. The Deputy Hall Manager reported that John Smith, Barbara Ray and Martin Brooks were reappointed as committee's representatives on the Management Committee.

Clive Parkinson referred to the issue raised by Martin Brooks under any other business on the condition of the ladders at the hall. Brian Haley said he has been looking at a replacement triple ladder which would cost in the region of £260 and has passed the information to the Deputy Hall Manager. In the meantime, there are no major productions at the hall and he has a usable ladder. Clive Parkinson proposed that as long as a replacement ladder is under £500 permission could be granted now to go ahead with the purchase and this was unanimously agreed.

(c) Replacement Chairs – Cossham Hall

Brian Haley reported that now the new chairs are in use, he proposes to select the best of the old chairs for use in the Committee Room.

4. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT

(a) The financial statement for April was not available. Clive Parkinson asked when the end of year reallocation of balances will be presented and was advised that this will be in September or October.

(b) The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (May) – Hall	124.00
South Gloucestershire Council	Rates (May) - Museum	53.00
Cotswold Business Supplies	85 Upholstered Stacking Chairs	2391.90
Newey & Eyre	Light Fittings	6.24
Thomas Silvey Ltd	Oil	1521.00
Biffa Waste	Waste Collection	24.67
Biffa Waste	Waste Collection	39.64
G.A.P Supplies Ltd	Repairs to Fence	77.36
Bablake Wines Ltd	Protobrite Glasswash	11.26
Thornbury Town Council	Reimbursement:(Insurance,Water,Post)	4653.45
EDF Energy	Electricity Bill – Bakery	748.43
EDF Energy	Electricity Bill – A/Hall	1322.70
British Telecommunications Plc	Telephone bill – A Hall	36.72

- (c) It was proposed by Benj Emmerson, seconded by Bob Griffin and unanimously agreed that the following accounts now due for payment be approved:-

Hawkins of Thornbury	Roof Sealant etc	52.97
Leafline	Plant Displays	93.60
Thornbury Town Council	Agency Wages 2015/16	26,984.00
Brian Haley	Channel Mixer Amplifier	65.00
Caroline Taylor	Consulting Fee – Redevelopment Project	2058.60
The Consortium	Cleaning Materials	113.68
Bablake Wines Ltd	Bar Drinks Stock	73.00

5. CORRESPONDENCE

None received.

6. OPERATIONAL MATTERS

- (a) Clive Parkinson asked the Hall Supervisor if anything could be done to make the gents toilets smell fresher. Brian Haley said they are cleaned every day and they try to flush the system through as often as possible. After some discussion it was agreed to look into installing electronic air fresheners.
- (b) Barbara Ray asked if a celebrity had been approached to perform the ‘switch on’ of the Christmas Lights on 22nd November. The Chairman said she had made a few preliminary enquiries and asked for this to be an item on the next agenda.