

21 April 2017

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL** on **THURSDAY 4th May 2017** commencing at **7.30 pm**

Yours sincerely,



Clare Nelmes, Hall Manager

AGENDA

1. To receive any apologies for absence
2. To receive any representations from the public or hirers
3. To approve the report of the Management Committee meeting of 23 March 2017 and consider any matters arising from them not covered by another agenda item.
4. To receive the minutes of the Trust meeting held on 25 April 2017
5. To consider matters relating to Armstrong Hall finances:
 - a. To approve accounts for payment (to be tabled)
 - b. To receive the financial statement for March 2017 and the 2016/17 financial year
 - c. To receive an update on fundraising and donations
 - d. To consider and approve the budget for 2017/18
8. To receive an update from the Hall Manager on any operational and maintenance issues:
 - a. To consider an offer for staging and lighting equipment
 - b. To consider any other operational and maintenance issues
9. To receive an update from the Hall Manager on the redevelopment project
10. To consider any correspondence received or other urgent business

BACKGROUND PAPERS

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

- (a) Report of the Armstrong Hall Management Meeting of 23.3.17
- (b) Minutes of the Armstrong Hall Trust Meeting of 25.4.17
- (c) Accounts for Payment (to be tabled)
- (d) Financial Statement March 2017 and the 2016/17 financial year
- (e) The draft 2017/18 Armstrong Hall Management budget