

Report of the Armstrong Hall Management Committee

held on Thursday 15th June 2017

in the Committee Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Angela Symonds
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)
Bernard Fennell (Thornbury Lighting Services)

Clare Nelmes (Hall Manager)
Sue Horsfall (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Clive Parkinson (out of Thornbury)
Cllr Jayne Stansfield (work commitment)
Cllr Gail Whitehead (other business)
Cllr Helen Harrison (Mayoral engagement)
Adam Bloom Armstrong Hall Supervisor (Holiday)

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO ELECT VICE CHAIR FOR THE ENSUING YEAR

Shirley Holloway proposed Benj Emmerson as Vice-Chairman of the committee for the ensuing year, this was seconded by Bob Griffin and unanimously agreed.

4. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 4th MAY 2017 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 4th May 2017 had been circulated and was approved.

The Hall Manager updated the Committee that both The Community Association and Thornbury Amateur Dramatic Society were now in agreement regarding dissolving Thornbury Lighting Services, and she would move this forward as soon as possible. She also reported that since April lighting had been included with stage hire and this seems to be working well. We had also received the staging from Turnberries which is now stored in the bar store. The extra lighting had also been received and will be put

in-situ as soon as possible.

5. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 13th JUNE 2017

The minutes of the Trust meeting held on 25 April 2017 were not available and would be mailed out shortly.

6. TO RECEIVE THE DRAFT MINUTES OF THE HALL ADVISORY MEETING HELD ON 7TH JUNE 2107

Members noted that John Smith was standing down as chair after many years. It was proposed, seconded and agreed that Barbara Ray would be Chairman for the ensuing year. Shirley Holloway requested that a letter of thanks be sent to John for his invaluable help over the years.

Martin Brooks agreed to remain as the second representative on the Hall Management, and Gill Dunkley agreed to be the third.

(Cllr Maggie Tyrrell arrived at the meeting)

The only other noticeable matter was that some groups were struggling to find the best and most cost effective means of serving refreshments since the introduction of flasks. The Hall Manager reported that this would hopefully be solved during the next month.

7. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

It was proposed by Shirley Holloway, seconded by Benj Emmerson and unanimously agreed that the following accounts now due for payment be approved.

The Hall Manager drew attention to the payment for a call-out-fee for the cooker. Unfortunately this had been declared un-safe to use and not repairable. We therefore need to source another cooker, or look into the possibility of renting. It was also noted that bollards had been purchased for the rear car park and The Bakery Annexe.

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (May) - Hall	101.00
South Gloucestershire Council	Rates (May) – Museum	52.00
South Gloucestershire Council	Stage & lighting equipment	1000.00
British Telecommunications plc	Telephone bill – May	37.93
British Telecommunications plc	Telephone bill – June	32.36

ACCOUNTS NOW DUE FOR PAYMENT – 15th June 2017

Petty Cash		125.00
C Nelmes (Amazon)	Curtains for dressing rooms	45.89
Bablake Wines	Drink stock	274.63
Bablake Wines	Drink Stock	82.52
Bablake Wines	Drink Stock	73.21
Bablake Wines	Drink Stock	108.78

Bablake Wines	Drink Stock	287.20
Broxap Ltd	Bollard	367.20
Biffa Waste Services Ltd	Waste collection – glass/cardboard	28.62
EDF Energy	Electricity Bill – Museum	1624.06
EDF Energy	Electricity Bill – Bakery	435.80
Hawkins of Thornbury	Bolts, glue, sealant etc	40.60
Hawkins of Thornbury	Curtain poles etc	88.15
Leafline	Hire of plants	93.60
Walker Fire (UK) Ltd	Fire extinguisher check/upgrade	928.90
Walker Fire (UK) Ltd	Fire extinguisher check/upgrade	305.04
Wessex Catering Maintenance	Call out charge for cooker	141.60
Thornbury Town Council	Agency Wages 2016-17	32,926.67

(b) To receive the financial statement for April and May 2017

The financial statements for April and May had been circulated and were noted.

(c) To receive accounts summary for 2016/17

Benj Emmerson asked for clarification regarding the council grant paid and how it was recorded. The Hall Manager suggested that Benj should speak to The Responsible Financial Officer regarding this matter. It was again noted that Armstrong Hall would be running at a loss in 2017/208 of £35,157, but this would be met from reserves, still leaving an anticipated reserve of £52,766.

(d) To receive an update on fundraising and donations

The Hall Manager reported that there was £102,266.93 in the fundraising account.

Barbara Ray reported that the next planned event was taking place on 17th June, with Bristol Old Vic – Under Milkwood – for which ticket sales had been high. It was hoped that during July Jack Ashton would open his garden. Concerts on 9th September with Michael Lunts and 21st October with Bristol Ensemble have also been booked.

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

(a) Baby Grand

The Hall manager reported that the baby grand piano had been repaired and was not as costly as at first feared.

(b) Jigsaw

The Hall Manager updated members on the Jigsaw refurbishment of The Bakery Annexe. This was now fully functional and was used most days as an office. There had been an official opening and the first family day had taken place this week. She also reported that other related family projects had requested using the space. This will need to be discussed further with Jigsaw and could perhaps be sub-let. It was confirmed that these groups would all carry their own insurance.

(c) Bar Steward

Members were informed that Tony Wride, who had been Bar Steward for many years had handed-in his notice. The Hall Manager reported that Adam Bloom would take over as Bars Steward within his responsibility as Hall Supervisor. We will also looking for some more Casual Bar Staff. More caretaking hours would be required to cover this, and hopefully will be taken-on by present staff.

(d) Kitchen

As mentioned earlier the cooker in the kitchen had been declared not safe to use. A new one would be in the rejoin of £1,200. The possibility of purchasing a second-hand or a rental agreement would also be looked into. The Hall Manager also reported that she was having difficulty sourcing a replacement boiler in the kitchen, but would continue to look.

(e) Operational Matters

The Hall Manager reported that we had received good feedback from The Arts Festival and other groups since the last meeting.

Bernard Fennell mentioned that there were 5 lights in Armstrong Hall not working, and that in the past hirers would know where to obtain a replacement – this was not the case and there seemed to be no bulbs available. It was reported that this was a simple administrative matter and would be solved.

9. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON THE REDEVELOPMENT PROJECT

The Hall Manager updated members that she was expecting a valuation report on the site early next week. She also reported that the meeting between herself, Martin Brooks and theatre specialists had taken place and she had received the report and would send a copy to members when she had read it thoroughly. There seemed to be many different options and these need to be discussed with user groups establishing what is important to them.

Hopefully things were still on track for a general consultation process in July, with more detailed options taking place in August or September, with the final decision being made at the Armstrong Hall Trust in October, with the Armstrong Hall Management Committee meeting prior to that, rather than after, which would be the norm.

Before that time more detailed consultations would have taken place with SGC. It was also reported that funding is more likely if we move into the Turnberries building because we will get some Section 106 money, there would also be more grant funding available.

10. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS

None

