

**Minutes of the Armstrong Hall Management Committee**  
held on Thursday 5<sup>th</sup> May 2016  
in the Council Chamber, Town Hall

**Present:** Shirley Holloway  
Benj Emmerson  
Alan Carman  
Bob Griffin  
Maggie Tyrrell  
Angela Symonds  
Helen Harrison

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)

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**APOLOGIES FOR ABSENCE**

Clive Parkinson (Out of Thornbury)

**1. ELECTION OF VICE-CHAIRMAN**

Shirley Holloway proposed Benj Emmerson as Vice-Chairman of the committee for the ensuing year; this was seconded by Maggie Tyrrell and unanimously agreed.

**2. MATTERS ARISING FROM REPORT OF 24<sup>TH</sup> MARCH 2016**

(a) Redevelopment Project

(i) Fundraising Update

The Deputy Hall Manager updated members with the fundraising total that now stands at £60,941.04. The next fundraising event will be held on Saturday 7<sup>th</sup> May, which is an evening with Four Classical Voices to be held in Thornbury Baptist Church. On 18<sup>th</sup> June the Bristol Old Vic Theatre School will be at presenting 'A Midsummer Night's Dream' at the Armstrong Hall as part of their West Country Tour with proceeds to the Redevelopment Project Phase 1. To coincide with the theme of Midsummer, Thornbury Art Club will also be holding an Exhibition in the Cossham Hall.

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

Shirley Holloway reported that at the last Council Finance and Policy Committee meeting held on 14<sup>th</sup> April 2016, it was agreed that Town Council would pay the architects fee of £4,875 plus £795 for the dimensional survey giving a total of £5,670. This leaves the fee for Caroline Taylor Consulting Ltd outstanding of £3,431, which covers the advice provided for the whole project. Shirley Holloway asked for the committee's agreement to pay this fee, there was no objection to this proposal and it was therefore agreed.

Shirley Holloway said the Development Group had an in depth presentation from Caroline Taylor, the financial consultant. It has become apparent that it is vital to have a 'seed funder' to start the project, requiring in the region of one million pounds and a long term vision for the whole site is essential in order to go out for funding. Caroline has recommended applying to the Heritage Lottery Grant and Maggie Tyrrell said it is very important to keep the character and heritage of the town and we will need other groups involved with a Heritage Lottery application. Members agreed that the plan needs to be imaginative to capture the backing of the town as dressing rooms alone are not a particularly exciting project.

Barbara Ray commented that there is general confusion in the town on what is included in Phase 1 of the plans and Maggie Tyrrell agreed that when the time is right a communications strategy will be required.

(b) Replacement Chairs – Cossham Hall

The Deputy Hall Manager reported that 85 new chairs have been ordered for the Cossham Hall and will be delivered next week.

**3. MATTERS IN PROGRESS**

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

The draft minutes of the Annual General Meeting of the Armstrong Hall Charitable Trust held on 3<sup>rd</sup> May 2016 were tabled and noted.

(b) To Consider Annual Increase of Hiring Charges

The hiring charges for the Complex were increased on 1<sup>st</sup> June last year and the Deputy Hall Manager asked whether members wished to consider a percentage rise from 1<sup>st</sup> June this year. Alan Carman asked for details of the hiring income over a twelve month period and was informed that these figures will be made available at a future meeting. After some discussion, Bob Griffin proposed an increase of 5% on all charges with effect from 1<sup>st</sup> June 2016; this was seconded by Helen Harrison and unanimously agreed.

**4. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT**

(a) The financial statements for February and March 2016 had been circulated with the agenda and were noted.

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

South Gloucestershire Council	Rates (April) - Hall	126.50
South Gloucestershire Council	Rates (April) - Bakery Annexe	86.97
South Gloucestershire Council	Rates (April) -Museum	54.75
British Telecom	Broadband – AH	92.10
British Telecom	Telephone Bill – AH	32.79

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

Bablake Wines Ltd	Drink Stock	257.12
Bablake Wines Ltd	Drink Stock	161.47
Bablake Wines Ltd	Drink Stock	410.52

Bablake Wines Ltd	Drink Stock	214.31
Bablake Wines Ltd	Drink Stock	321.52
Bablake Wines Ltd	Drink Stock	31.97
Bablake Wines Ltd	Drink Stock	836.50
Biffa Waste Services Ltd	Glass waste collection	20.16
Consortium	Cleaning equipment	105.57
Michael Eldridge	Window Cleaning	25.00
Savery & Son	New keys for hall	178.20
Savery & Son	On-site adjustment	20.97
British Telecom	Telephone Bill- AH	37.30

**5. CORRESPONDENCE**

None received.

**6. OPERATIONAL MATTERS**

The Deputy Town Clerk has been informed that the baby grand piano in the Cossham Hall needs some work to upgrade it. Barbara Ray has obtained a quotation for this work and Joan Hawkins has very kindly agreed to cover this cost.