

## **Minutes of the Armstrong Hall Management Committee**

held on Thursday 11<sup>th</sup> February 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)  
Bernard Fennell (Thornbury Lighting Services)

Judith Payne (Hall Manager)  
Sandra Richardson (Deputy Hall Manager)

---

### **1. APOLOGIES FOR ABSENCE**

Guy Rawlinson (Mayoral Engagement)  
Helen Harrison (Out of Thornbury)  
Martin Brooks  
Brian Haley

### **ABSENT**

Lesley Tuck (nee Jones)

### **2. MATTERS ARISING FROM REPORT OF 13<sup>th</sup> JANUARY 2016**

#### **(a) Redevelopment Project**

##### **(i) Fundraising Update**

The Hall Manager reported that since the last meeting a Young Musicians Concert has been held and made a profit of £255. The sale of two Parish Calendars raised £8, bringing the appeal total to £59,398.

Shirley Holloway informed members that the Christmas Lights Association have kindly agreed to put the Armstrong Hall Redevelopment Project forward as the beneficiary charity from the 'Switch On' evening again this year. Members were asked to give some thought to nominating a celebrity to perform the 'Switch On' on 22<sup>nd</sup> November 2016.

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

Shirley Holloway had given a verbal report on the Project Group meetings held on 28<sup>th</sup> January and 5<sup>th</sup> February at the Armstrong Hall Charitable Trust Meeting earlier in the week, copies of which had been tabled. One of the fundraising avenues to be explored is to incorporate a new museum in the plans by applying for a Heritage Lottery Grant.

Shirley Holloway reported that the fundraising consultant and new architect recommended aiming initially for a less expensive project of building four ground floor dressing rooms and then link in with a second phase of knocking down the Old Bakery Annexe and replacing with a new museum, function rooms and committee rooms. Maggie Tyrrell commented that if we are successful in getting heritage funding we will still achieve what we set out to but in a different

way. By scaling down Phase 1 to a single storey there will be huge savings such as not having to install a lift and will therefore be far more achievable. It is hoped that some funding may come from the Park Farm development in the town and looking to the future; possibly some funding from a new power station build at Oldbury. Bernard Fennell asked about the New Homes Bonus and was informed that it is paid to South Gloucestershire Council and is not necessarily allocated to towns where building has taken place.

Bernard Fennell felt the committee need to think back to when the project was first started, which was to just provide new dressing rooms at the back of the stage and the three ladies set about fundraising just for the backstage appeal. Clive Parkinson said the Trust will not want to look at the dressing rooms in isolation. He agreed that we need to concentrate on the revised design for the dressing rooms at the back of the stage but also needs to be in conjunction with the bigger project of replacing the Bakery Annexe.

Clive Parkinson said the Project Group need to do more work on the plans and report back at the next Management Committee meeting in March. It was agreed that members need to familiarise themselves with the area at the back of the stage and it was agreed to meet at the Hall on Monday 22<sup>nd</sup> February at 10.30 am.

### **3. MATTERS IN PROGRESS**

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

The draft minutes of the Armstrong Hall Charitable Trust meeting held on 9<sup>th</sup> February 2016 were tabled and noted.

### **4. ANNUAL AUDIT 2014-15 AND REVIEW ESTIMATES FOR 2016-17**

The Hall Manager reported that the accounts for 2014-15 have been audited and accepted by the Charity Commission.

The Hall Manager wished to review the estimates and members were taken through the Allocation of Forward Balances for 2015, which now identifies the fundraising account as Earmarked Reserves so that it is ring fenced and therefore the reallocations for 2016-17 have changed. The revised estimates were proposed for adoption by Benj Emmerson, seconded by Maggie Tyrrell and unanimously agreed.

### **5. FINANCIAL STATEMENT & ACCOUNTS FOR PAYMENT**

(a) The financial statement for December 2015 had been circulated with the agenda and was noted.

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

Savage Associates	Audit of Accounts	895.00
-------------------	-------------------	--------

(c) The following accounts now due for payment were approved:-

Bablake Wines	Drinks Stock	94.42
Bablake Wines	Drinks Stock	159.94
Biffa	Waste Disposal	16.13
British Telecom	Telephone Bill	33.29
Hi-Wire Ltd	MOT Parts	20.12
Showcomms Ltd	PA Repair Parts	27.86

**6. CORRESPONDENCE**

(a) Thornbury Picture House

A letter had been received from Mrs. Julie Craig, Chairman of Thornbury Picture House commenting on the state of the chair covers on the balcony of the Cossham Hall. The Hall Manager said £2,000 has been put aside in the estimates for replacing these chairs and explained that when any chairs became threadbare they were swapped around and the worst ones put up on the balcony. It was not considered cost effective to recover the chairs and it was agreed to order replacements chairs.

(b) Thornbury Lighting Services

The Thornbury Lighting Services accounts for 2014 had been circulated and were noted.

**7. OPERATIONAL MATTERS**

There were no operational matters to report.