

**Minutes** of the Armstrong Hall Management Committee  
held on Thursday 12<sup>th</sup> November 2015 at 7.30 pm  
in the Council Chamber, Town Hall

**Present:** Shirley Holloway  
Benj Emmerson  
Clive Parkinson  
Bob Griffin

Barbara Ray (Armstrong Hall Advisory Committee)

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

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**1. APOLOGIES FOR ABSENCE**

Guy Rawlinson (Other Meeting)  
Helen Harrison (Out of Thornbury)  
Maggie Tyrrell (Other Meeting)  
Bernard Fennell  
John Smith  
Brian Haley

**2. MATTERS ARISING FROM REPORT OF 8<sup>th</sup> OCTOBER 2015**

(a) Redevelopment Project

(i) Fundraising Update

Judith Payne updated members with the fundraising total that has now reached £63,544 (including £5,000 earmarked by TMTG). The recent Classical Music Concert featuring Roger Huckle with Bristol Ensemble made a profit of £1,487 and we are grateful to the sponsorship of The Quartet Foundation through Mrs. Hawkins for this event.

The next fundraiser will be a talk by Andrew Stocker of Bristol Old Vic after he has switched on the Christmas Lights in the town on 17<sup>th</sup> November.

Shirley Holloway informed members that she has been offered the opportunity to sell the 2016 Alveston Walks calendar as a fundraiser giving a profit of £4 per calendar. It was agreed to sell the calendars in the Tourist Office.

Barbara Ray reported that the next fundraising event will be held on 23<sup>rd</sup> January 2016, which is a young musician's concert involving Michael Lunts and will be held in the afternoon with tea and cake served. On 27<sup>th</sup> February 2016, Jazz with Jessica Radcliffe will return to the hall.

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

Shirley Holloway reported on the meeting of the Project Group held on 5<sup>th</sup> November. The Fundraising Consultant, Caroline Taylor had talked about fundraising and suggested the 'pyramid method', starting with philanthropic trusts and then approaching local organisations and individuals for smaller amounts.

Caroline Taylor had taken the group through a SWOT analysis for the Complex as follows:-

#### Strengths

- Prominent provider for 45 years
- Credible organisation
- Public Support
- Varied activities
- Heritage (Museum and Cossham Hall)

#### Weakness

- Ambience old and tired
- Older demographics
- Not addressing next generation
- Booking system
- Marketing
- Need to improve facilities
- Capacity to raise money

#### Opportunities

- Possibilities for young people – look for new users

#### Threats

- Other halls and community facilities in the town

As stated at the Trust meeting held on 10<sup>th</sup> November, tenders have been received from three architects which the group are considering at present. Benj Emmerson asked what the brief had been for the architects and was informed that major funders expect projects to be in phases and will want to see a broad outline of the long term vision and therefore these architects have been asked for designs beyond phase one. The Hall Manager commented that the architect employed for phase one had also submitted some long term vision plans showing rooflines etc. at the request of the South Gloucestershire Council Planning Department.

#### (iii) Christmas Lights 'Switch On'

It was confirmed that eight people have offered to help with the bucket collections on the night and the Hall Manager will be manning the table giving details of the redevelopment project.

#### (b) Bakery Annexe Roof

The Hall Manager reported that the roofing contractor has been in touch and should be erecting the scaffolding next week.

### **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 10<sup>th</sup> November 2015 were tabled and noted.

- (b) To receive the report of the Armstrong Hall Advisory Group Meeting

The report of the Armstrong Hall Advisory Committee meeting held on 7<sup>th</sup> October 2015 was received and noted.

**4. REVISED PROJECTION FOR 2015-16 & DRAFT ESTIMATES FOR 2016-17**

The Hall Manager tabled the estimated accounts. The revised projection of outturn for 2015-2016 was considered, the income for the redevelopment project had been shown as earmarked reserves and an amount included under expenditure for the fundraising consultant as agreed. The estimated accounts for 2016-2017 were also considered, members did not have any issues to raise on these estimates.

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

- (a) The financial statement for September 2015 was received and noted.
- (b) The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (October) – Armstrong Hall	123.00
South Gloucestershire Council	Rates (October) – Museum	53.00
British Telecom	Quarterly Broadband	109.70

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

British Telecom	Telephone Bill	27.29
Bablake Wines Ltd	Drink Stock	250.58
Biffa Waste Services Ltd	Glass waste collection	16.13
Consortium	Cleaning items	172.49
GTS Plumbing & Heating	Radiator replacement	228.00
Yate Supplies	Black sacks	49.86
Unitary Engineering Services	Repairs to boiler	789.60
Yate Supplies	Swing bin liners	31.09

**6. CORRESPONDENCE**

None received.

**7. OPERATIONAL MATTERS**

The Hall Manager reported that a quotation has been received from a local company to fit new coconut matting in both the entrance to the Complex and the entrance to the Cossham Hall at a cost of £172.00 plus VAT. It was agreed to go ahead on this quotation.