

30<sup>th</sup> September 2016

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL on THURSDAY 6<sup>th</sup> October 2016** commencing at **7.00 pm**

Yours sincerely,



Clare Nelmes, Secretary and Hall Manager

**PLEASE NOTE THE CHANGE OF TIME AND VENUE**

**AGENDA**

1. To receive any apologies for absence
2. To approve the minutes of the meeting of 1<sup>st</sup> September 2016 and consider any matters arising from them not covered by another agenda item
  - a. To consider quotations for the removal of asbestos from storage areas of bakery annexe
  - b. To consider quotations for the replacement of hall fascia boards
3. To consider matters relating to Armstrong Hall finances:
  - a. To receive the financial statement for August and approve accounts for payment
  - b. To consider a review of fees and charges for the hall and a debtors policy
  - c. To receive an update on fundraising and donations
4. To consider an update from the Hall Manager on building condition and maintenance issues
  - a. To consider options for the future of the bakery annexe
  - b. To receive an update on the condition of the Armstrong Hall floor and the maintenance options.
5. To consider an update from the Hall Manager on operational matters
  - a. The changing of company for the removal of sanitary waste
  - b. The replacement of 4 five foot tables

6. To consider an update from the Hall Manager on the redevelopment project
7. To receive an update on the recruitment of a replacement Hall supervisor
8. To receive the report of the Hall Advisory Committee meeting of 5<sup>th</sup> October
9. To consider any correspondence received

#### **BACKGROUND PAPERS**

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

- (a) Minutes of the Armstrong Hall Management Meeting of 1.9.16
- (b) Financial Statements
- (c) Accounts for Payment (to be tabled)