

Friday 28th September 2018

Dear Member

The next meeting of the Armstrong Hall Management Committee will be held in the **COMMITTEE ROOM at the ARMSTRONG HALL COMPLEX** on **THURSDAY 4th OCTOBER 2018** commencing at **7.30 pm**

Louise Powell, Hall Manager

AGENDA

1. To receive any apologies for absence
2. To receive any representations from the public or hirers
3. To approve the report of the Management Committee meeting of 30^h August 2018 (attached) and consider any matters arising from them not covered by another agenda item
4. To receive the minutes of the Trust Meeting held on 28th August 2018 (attached) and the 2nd October 2018 (to be tabled)
5. To receive an update on the Armstrong Hall redevelopment and discuss the requirements for the way forward
6. To consider the current staffing situation at the Armstrong Hall
7. To receive an update on the actions contained within the Health & Safety Action Plan and feedback from the Fire Risk Assessment
8. To consider draft Production Policy and General Bookings policy
9. To consider matters relating to Armstrong Hall finances:
 - a. To approve accounts for payment (to be tabled)
 - b. To receive the financial statements (attached)
 - c. To receive the Armstrong Hall annual report (incorporating accounts)- 2017-18- (unaudited) (attached)
 - d. To receive an update on fundraising and donations
10. To receive an update from the Hall Manager on any operational and maintenance issues
11. To consider any correspondence received or other urgent business

BACKGROUND PAPERS

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

- (a) Report of the Armstrong Hall Management meeting of 30th August 2018 (attached)
- (b) Report of the Armstrong Hall Trust meeting of 28th August (attached) and 2nd October (to be tabled)
- (c) Financial statements for August 2018 (attached)
- (d) Armstrong Hall Annual Report 2017-2018 (incorporating accounts) (unaudited)