

Friday 24<sup>th</sup> August 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 30<sup>th</sup> August 2018** commencing at **7.30 pm**

Sandra Richardson, Deputy 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 14<sup>th</sup> June 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 31<sup>st</sup> July 2018 (attached) and 28<sup>th</sup> August 2018 (to be tabled)
5. To receive an update on the Armstrong Hall redevelopment
6. To receive an update on the actions contained within the Health & Safety Action Plan and feedback from the Fire Risk Assessment
7. To consider draft Production Policy and General Bookings policy
8. To consider replacement mixing desk for Hall Supervisor and purchase of one for the Hall
9. To consider matters relating to Armstrong Hall finances:
  - a. To approve accounts for payment (to be tabled)
  - b. To receive the financial statements (to be tabled)
  - c. To receive an update on fundraising and donations
10. To receive an update from the Deputy 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 14<sup>th</sup> June 2018 (attached)
- (b) Report of the Armstrong Hall Trust meeting of 31<sup>st</sup> July 2018 (attached)
- (c) Financial statements for June and July 2018 (to be tabled)