

Report of the Armstrong Hall Management Committee

held on Thursday 14th June 2018
in the Committee Room at the Armstrong Hall Complex

Present: Cllr Benj Emmerson (Chairman)
Cllr Bob Griffin
Cllr Shirley Holloway
Cllr Jayne Stansfield
Cllr Angela Symonds
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)
Gill Dunkley (Armstrong Hall Advisory Committee)

Louise Powell (Hall Manager)
Adam Bloom (Hall Supervisor)
Belinda Morley (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Clive Parkinson – out of Thornbury
Cllr Gail Whitehead – out of Thornbury

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO ELECT THE VICE CHAIR FOR THE ENSUING YEAR

Cllr Benj Emmerson proposed Cllr Jayne Stansfield as Vice-Chairman of the committee for the ensuing year. This was seconded by Cllr Shirley Holloway and unanimously agreed by the committee.

4. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 3RD MAY 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 3rd May 2018 had been circulated and was agreed.

5. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 8TH MAY 2018 AND 12TH JUNE 2018

The minutes of the Trust meeting held on 8th May 2018 had been circulated and were agreed. The minutes of the Trust meeting held on 12th June 2018 were tabled and noted.

6. TO CONSIDER THE REPRESENTATION ON THE HALL ADVISORY COMMITTEE

Cllr Benj Emmerson proposed that Cllr Shirley Holloway should represent on the Hall Advisory Committee. This was unanimously agreed by all.

7. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT

14 people attended the Armstrong Hall Redevelopment Working Group. They met to discuss the way forward and will attend a meeting with the Architect and Lemon Gazelle next week. It was reported that Cllr Clive will hold a separate meeting with current and potential users to look at requirements.

8. TO RECEIVE AN UPDATE ON THE ACTIONS CONTAINED WITH THE HEALTH & SAFETY ACTION PLAN

The Hall Manager reported that the height of the balcony handrail is still a concern. The Hall Manager has contacted South Glos Health & Safety but they want a service level agreement. The Hall Manager will ask them if they are able to attend on a one-off basis.

The Hall Administrator will contact some old theatres to see if they have had health & safety checks on their low handrails.

The Hall Supervisor will investigate obtaining signage to stop people going up to the balcony when it is not in use and the option of removing the first row of seats with a spatial barrier.

There is still more to do with regards to the health & safety action plan and this will be brought to the next meeting. A fire risk assessment has been scheduled for 17th July 2018.

The Hall Manager noted that without health & safety risk assessments, the insurance is invalid.

9. TO CONSIDER THE PURCHASE OF A DEFIBRILLATOR FOR THE HALL

It was reported that Thornbury Lions have offered to donate £2000 towards the cost of a defibrillator and cabinet. Given the generous offer from Thornbury Lions, it was unanimously agreed to purchase the defibrillator for the hall.

10. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payment were tabled. It was proposed by the Chairman and unanimously agreed that the following accounts now due for payment be approved:

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (May) - Hall	92.00
South Gloucestershire Council	Rates (May) - Bakery	52.00
South Gloucestershire Council	Rates (May) – Museum	54.00
British Telecom	Telephone Bill	141.42

ACCOUNTS NOW DUE FOR PAYMENT – 14th June 2018

British Telecom	Telephone Bill	34.34
EDF Energy	Electricity Bill	843.73
EDF Energy	Electricity Bill	1624.43
Leafline	Artificial Plant Hire	93.60
Helen Brooks	PAT Testing (carried out by M Brooks)	216.10
MWUK (Alexandra)	Work Trousers	43.20
C W testing Services	Pat Testing	102.23
7 Day Cellar Ltd	Drinks Stock	319.68
7 Day Cellar Ltd	Drinks Stock	411.33
7 Day Cellar Ltd	Drinks Stock	202.50
Mickleburgh	Piano Tuning	72.00
Bristol Water	Water & Sewage	17.23
Biffa	Waste Disposal	33.43
Yate Disposables Ltd	Black Sacks & liners	199.30
Walker Fire	Fire Safety Service	738.90
Thornbury Town Council	Wages Bill inc Superann	41806.90

(b) To receive the financial statements for April and May 2018

The financial statements for April and May 2018 had been circulated and were discussed in detail.

(c) To receive the annual financial statement 2017/18

The annual financial statement 2017/2018 had been circulated and was discussed. Cllr Benj Emmerson asked for clarification regarding the council grant paid and how it was recorded. The Hall Manager will speak to The Responsible Financial Officer regarding this matter. The Responsible Financial Officer has raised concerns as the Armstrong Hall is running at a loss. It was noted that this is largely because of consultancy fees for the redevelopment options. The Trust has referred this to the Council who will discuss at the F & P Committee on 5th July. The Hall Manager will report back.

(d) To receive an update on fundraising and donations

The Hall Manager reported that the current fundraising total is £109,418.58. Given how much money we need to raise, it was suggested that the fundraising thermometer is irrelevant and needs updating. It was also suggested that it may be possible to have a bucket collection at the end of all performances but that this should be raised at the next hall advisory meeting.

The following performances have been planned for the coming months:

The Mill on the Floss - June
Bristol Ensemble – September/October (to be held in the URC as the hall is unavailable)

11. TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES

(a) Armstrong Hall Complex Boiler

The Hall Manager reported that she is having difficulty getting quotes for the boiler repair because of the age and type of boiler. She will investigate the cost of a new boiler as this may be the cheaper option.

(b) Operational Issues

The Hall Manager noted that she had held a meeting with the Hall Supervisor and Hall Administrators to go through the booking process. New instructions will be sent out with booking forms which will include information on waste disposal, risk assessments etc.

(c) Upgrading IT

The Hall Manager reported that a new IT Consultant had been contracted. Because the hall is a charity, he has offered to update and maintain the Armstrong Hall website at a reduced fee. He will put examples of risk assessments and necessary forms online so that hirers know prior to booking what is expected of them. Once the Armstrong Hall website is managed by the new IT consultant, thanks will be sent to our IT volunteer.

12. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS

The Hall Supervisor received an email thanking him and his team for a very successful event held at The Armstrong Hall. As this was a commercial customer, double fees had been charged resulting in a bigger profit for the Armstrong Hall.