

Minutes of the Meeting of the Armstrong Hall Charitable Trust
held on Tuesday 31 July 2018
in the Council Chamber at the Town Hall
at 7.00pm

Present: Shirley Holloway (Chairman)
Angela Symonds
Vincent Costello (*arrived late*)
Benj Emmerson
Clare Fardell
Bob Griffin
Helen Harrison (*arrived late*)
Guy Rawlinson
Jayne Stansfield
Matthew Stringer
Maggie Tyrrell
Gail Whitehead

Louise Powell (Clerk to the Trust)
Wendy Sydenham (Administrator)

(Pam Shipp - absent)
(Martin Trueman – absent)
(Lesley Tuck – absent)

1. Apologies for absence

Clive Parkinson (out of Thornbury)

2. To consider and approve the Minutes of the meeting of the Trust of 12 June 2018 and any matters arising from those Minutes not covered on the agenda

23/18. The minutes of the Armstrong Hall Charitable Trust meeting held on 12 June 2018 had been circulated and were proposed as a true record by Gail Whitehead, seconded by Guy Rawlinson and signed by the Chairman.

3. To consider and approve the Report of the Armstrong Hall Management Committee held on 14 June 2018 and any matters arising from the Report not covered on the agenda

24/18. The Report of the Armstrong Hall Management Committee meeting held on 14 June 2018 had been circulated and were noted.

4. To consider the current financial position of the Armstrong Hall Trust and the seed-corn funding required for the redevelopment project

25/18. A letter from the RFO had been tabled highlighting his concerns regarding an erosion of the working capital for the Armstrong Hall. The Clerk confirmed that there was £10,000 allocated in the budget for fees but this would not cover all of the costs. The Trustees thanked the Clerk for bringing this matter

to their attention. Benj Emmerson reported that he has asked for a detailed breakdown of the costs involved from the RFO and when this was received he would report back to a future meeting.

5. To consider the composition of the Trust Board and Committee

26/18. The future composition of the Trust Board and Committee was discussed and it was agreed that there were benefits to having a more diverse composition including more financial expertise. It was agreed that the exact composition would need more discussion but that the changes should be progressed as soon as possible in order to capitalise on the community support for the project. It was agreed that the Clerk would contact CVS to see if Dick Whittington could carry out some workshops to move this item forward.

(Helen Harrison arrived at the meeting.)

6. To receive an update on the next steps for the Armstrong Hall redevelopment

27/18. The Clerk reported that Clive Parkinson and the Clerk had met with Chris Roberts who has previously managed projects of this type and discussed the way forward. They had agreed that the Project would need to be run according to correct project management principles and the Clerk and Chris Roberts would look to put forward a draft delivery plan for consideration by the Trust as soon as possible.

7. To consider advice and actions required from the health and safety and fire risk assessments

28/18. The Clerk tabled the tender document for surveying works required and talked through the advice that has been requested and the reasons behind it. The required works were discussed in detail, in particular Miss Saises Cottage and the Cossham Hall balcony railing, and it was agreed that the Clerk could accept the lowest quote and get the surveying works carried out as soon as possible.

8. To consider draft production and bookings policies

29/19. The Clerk reported that the draft policies were being progressed and would be tabled at the next meeting.

(Vincent Costello arrived at the meeting.)

9. To receive an update on any urgent operational matters

30/19. The Clerk reported that we had received a £650 donation from “Woolbury” towards the Armstrong Hall appeal and a thank you had been sent to them.

31/19. The Clerk reported that a staff member had been taken ill at the Armstrong Hall recently. The Trust asked the Clerk to pass on their thanks to Adam Bloom, Hall Supervisor, for dealing with the situation. During the incident there had been some issues with accessing the defibrillator at St Marys Centre and these had been reported.