



# Armstrong Hall

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*Hall Manager and Licensee:* Louise Powell  
*Registered Charity Number:* 272883

Friday 8<sup>th</sup> June 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 14<sup>th</sup> June 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 Elect the Vice Chair for the ensuing year
4. To approve the report of the Management Committee meeting of 3<sup>rd</sup> May 2018 (attached) and consider any matters arising from them not covered by another agenda item
5. To receive the minutes of the Trust Meeting held on 8<sup>th</sup> May 2018 (attached) and 12<sup>th</sup> June 2018 (to be tabled)
6. To consider the representation on the Hall Advisory Committee
7. To receive an update on the Armstrong Hall redevelopment
8. To receive an update on the actions contained within the Health & Safety Action Plan
9. To consider the purchase of a defibrillator for the Hall – offer from The Lions (attached)
10. 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 annual financial statement 2017/18 (attached)
  - d. To receive an update on fundraising and donations
11. To receive an update from the Hall Manager on any operational and maintenance issues
12. 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 3<sup>rd</sup> May 2018 (attached)
- (b) Report of the Armstrong Hall Trust meeting of 8<sup>th</sup> May 2018 (attached)
- (c) Financial statements for April 2018 (attached) and May 2018 (attached)
- (d) Annual financial statement 2017/18 (attached)
- (e) Email from The Lions regarding the purchase of Defibrillator (attached)
- (f) Letter from Mark Lloyd, Cotswold Edge Events regarding Blues Band evening (attached)