

# **Report of the Armstrong Hall Management Committee**

held on Thursday 3<sup>rd</sup> May 2018  
in the Committee Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chairman)  
Cllr Bob Griffin  
Cllr Clive Parkinson  
Cllr Jayne Stansfield  
Cllr Angela Symonds

Barbara Ray (Armstrong Hall Advisory Committee)

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

(Gill Dunkley – absent)  
(Cllr Helen Harrison – absent)  
(Cllr Pam Shipp – absent)

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## **1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Benj Emmerson (out of Thornbury)  
Cllr Maggie Tyrrell (out of Thornbury)

## **2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS**

None

## **3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 22 MARCH 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 22 March 2018 had been circulated and was agreed.

## **4. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT**

The Hall Manager gave an update on the Armstrong Hall redevelopment. Two meetings have been organised, one meeting will be the Armstrong Hall Working Group which will include interested members of the public and the other meeting will include professional experts eg Lemon Gazelle, the Hall Manager and Cllr Clive Parkinson.

## **5. TO CONSIDER THE MATTERS RAISED FROM THE RECENT HEALTH & SAFETY VISIT BY ELLIS WHITTAM**

The Hall Manager tabled an Armstrong Hall Health & Safety Action Plan which was been

recommended by Ellis Whittam, the Health & Safety Contractor. This was circulated, discussed and the more urgent issue of the low rail height on the balcony of the Cossham Hall was noted. The Hall Manager reported that the Hall Supervisor is already aware of the safety issues and only admits adults on to the balcony however she is waiting for clarification on the legal requirements of balcony handrail heights.

It was also recommended by Ellis Whittam that Armstrong Hall staff should not change the lightbulbs in the Cossham Hall as the ceiling heights are too high to do so safely without specialist equipment. This was noted by the Hall Supervisor.

A number of other safety issues were noted and it was unanimously agreed that the Hall Manager should action the issues as stated on the Health & Safety Action Plan.

#### **6. TO CONSIDER THE PURCHASE OF A DEFIBRILLATOR FOR THE HALL**

The Hall Manager reported that the cost of installing an automated external defibrillator and cabinet is approximately £4000 and £1600 for an internal defibrillator and cabinet. A letter has been sent to Thornbury Lions requesting a charity donation to help with the cost but they would like to know how much the Armstrong Hall Committee will be adding to the fund. It was proposed by Cllr Clive Parkinson and unanimously agreed that the Committee give £1600 towards the cost of an external defibrillator and charity donations be sought to make up the £4000.

#### **6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES**

The Hall Manager reported that the Council now has a business credit card which will be used for bar stock in the future.

##### **(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 (April) - Hall	96.37
South Gloucestershire Council	Rates (April) - Bakery	51.33
South Gloucestershire Council	Rates (April) – Museum	50.68
Petty Cash	Petty Cash	150.00
Amathus	Drink Stock	201.68
British Telecom	Telephone Bill	42.66
Biffa	Wheelie Bin Rental	26.04
Matrix	Broken Socket Repair	81.95
Jessica Dowdeswell	Jazz Festival Event	350.00
Lemon Gazelle	AH/Turnberries Option Report	200.00
Lemon Gazelle	AH Business Plan	1000.00
Clare Nelmes	Drink Stock	543.07

Melrose	Transfer Application	51.80
PHS Group	Sanitary Disposal	724.44
South Gloucestershire Council	Customer Service Course	35.00
Silvey Oil	Heating Oil	1186.50
View Architects	MasterPlan – New Build/Assets	2400.00
Clare Nelmes	Drink Stock	319.72
Clare Nelmes	Amazon Order	136.74

**ACCOUNTS NOW DUE FOR PAYMENT – 3<sup>rd</sup> May 2018**

Biffa	Waste Collection	50.82
7Day Cellar Limited	(Bar) Drinks Stock	225.64
British Telecom	Telephone Bill	42.66
Horders Thornbury Press	Printing	227.40
Matrix BES Ltd	Faulty Bulkhead Light Repair	92.39

(b) To receive the financial statements for March 2018

The financial statement for March 2018 had been circulated and was discussed in detail. The Hall Manager confirmed that the total monies left in the Armstrong Hall account as of 31<sup>st</sup> March is approximately £30 000. The Hall Manager will bring this to the attention of the Armstrong Hall Trust at the Trust meeting on the 8<sup>th</sup> May as it was decided that the Trust should decide how to afford future professional fees and future consultation fees.

(c) To receive an update on fundraising and donations

This item was deferred until the next meeting when an updated total will be tabled.

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

(a) Armstrong Hall Complex Boiler

The Hall Manager informed the Committee that a quote of £5500 had been received for work to the boiler. As the quote included some non-essential work, the Hall Manager will ask how much it would cost to make the boiler safe only and obtain additional quotes.

(b) Door to Bar Store

The Hall Supervisor brought to the Committee's attention the hole in the bar store door. The Committee asked the Hall Manager and Hall Supervisor to obtain quotes to replace or repair the doors.

**8. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS**

Thanks were expressed to the Hall Supervisor for his help and support during the Arts Festival and an email from the Arts Festival was circulated to this effect.

Thanks were also expressed to the Hall Caretaker for his Arts Festival wall art, both staff are much appreciated.

The Hall Manager advised the Trust that she had received an invoice for PAT testing work carried out. Unfortunately, as no completion certificate for the work had been received, it was decided by the Committee that the invoice cannot be settled and that PAT testing will have to be carried out again. The Hall Supervisor will write to the Contractor explaining the situation.