



# Armstrong Hall

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

Friday 8th February 2019

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> FEBRUARY 2019** 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 approve the report of the Management Committee meeting of 10<sup>th</sup> January 2019 (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 the 12<sup>th</sup> January 2019 (to be tabled)
5. To receive an update on the Armstrong Hall Redevelopment
6. To consider matters relating to Armstrong Hall finances:
  - a. To approve accounts for payment (to be tabled)
  - b. Financial Statement for November (attached)
  - c. To consider the Armstrong Hall budget for 2019/20 (attached)
  - d. To approve the fees and charges from April 2019 (attached)
  - e. To receive an update on fundraising and donations
7. To consider quotations for:
  - a) CO2 Leakage Alarm
8. To note the date of 20<sup>th</sup> March at 7.15 in the Cossham Hall for Defibrillator training
9. To receive an update from the Deputy Hall Manager on any operational and maintenance issues
10. 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 10<sup>th</sup> January 2019 (attached)
- (b) Report of the Armstrong Hall Trust meeting of 12<sup>th</sup> January 2019 (to be tabled)
- (c) Armstrong Hall budget for 2019/20
- (d) Draft fees and charges from April 2019
- (e) Accounts for Payment (to be tabled)

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