



Armstrong Hall

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

Friday 4th January 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 10th JANUARY 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 8th November 2018 (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 8th January 2019 (to be tabled)
5. To receive an update on the Armstrong Hall Redevelopment
6. To consider and approve new booking policies for the Armstrong Hall (attached)
7. To consider matters relating to Armstrong Hall finances:
 - a. To approve accounts for payment (to be tabled)
 - b. To receive an update on fundraising and donations
8. To consider quotations for:
 - a) Fireboarding to the stage area and the Bakery Annex
 - b) COSHH cabinet
9. To receive an update from the 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 8th November 2018 (attached)
- (b) Report of the Armstrong Hall Trust meeting of 8th January 2019 (to be tabled)
- (c) Revised booking policies for the Hall (attached)
- (d) Accounts for Payment (to be tabled)

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