

Armstrong Hall Advisory Committee

Report of the Meeting of the Committee held on Wednesday 5 December 2018

Present: Barbara Ray - Chair (Thornbury Picture House)
Adam Bloom (Hall Supervisor - Thornbury Town Council)
Gill Dunkley (Thornbury Arts Festival)
Richard Evans (Thornbury Art Club)
Cllr Shirley Holloway (Armstrong Hall Charitable Trust)
Jackie Jackson (Thornbury Arts Festival)
Lyn Kidd (NYTC)
Gill Page (Thornbury Arts Festival)
Louise Powell (Hall Manager/Town Clerk - Thornbury Town Council)
Wendy Sydenham (Administrator/Minutes - Thornbury Town Council)

1. Apologies for absence

Andrew Sherriff (Thornbury Art Club)
Hazel Dutton (Severnvale Flower Club)
Rex Davis (Thornbury Horticultural Society)
Cllr Clive Parkinson (Armstrong Hall Charitable Trust)

2. To provide and update from the Armstrong Hall Redevelopment Working Group

Cllr Clive Parkinson had provided a written update from the Armstrong Hall Redevelopment Working Group. In his absence, the Chair read out the update as follows:-

“Since your last meeting, the Fundraising Group has met and considered the various broad options identified for raising the capital finance in the consultation documentation in the Spring with the public over the future of the Armstrong Hall. No conclusions were finalised about specific fundraising proposals but requests were made to the Trust to ask the Town Council to consider those proposals relating to a Town Council loan and use of Section 106 and CIL funds. The Finance Committee will consider these issues at their next meeting.”

3. To consider the draft new policies for Hall hire

The new draft “Production Checklist and Procedures” policy and “Booking Policy for the Armstrong Hall Complex” had been circulated. Louise Powell reported that these policies had been revised in light of comments previously made by Hall users. A document outlining further comments on the new drafts had also been circulated and was discussed in detail.

The separation of the roles and responsibilities of one “single named accountable person” was discussed and it was requested that this be separated into Stage Manager and Front of House Manager and new wording had been suggested in the comments document as well as changing the numbering of the sections so that 3.1 becomes a new section (4).

With regard to the seating of stewards in a sell-out performance, it was agreed that Ellis Whittham would be asked to advise on this. Ellis Whittham would also be asked to clarify under what conditions a fire evacuation drill should be carried out. The changes to the seating layout and the reduction in the number of seats available when the raised seating

was used was discussed in detail. The locating of rechargeable torches near emergency exits was raised as an option.

With regard to PAT testing, Louise Powell agreed to go back to the insurance company to clarify the position with regard to electrical equipment brought on site from outside.

With regard to the balcony, Louise Powell outlined the measures that Ellis Whittham has proposed should be put in place to allow the balcony to be opened during events. The Hall users asked that these be reviewed, in particular the measures relating to hot drinks, stewards and allowing children on to the balcony. It was also requested that the option of a higher railing be explored further.

The issue of fridges being brought in to the Hall was discussed, and it was clarified that these could be stored in the Excell Room but could not be kept under the raised seating. It was also requested that the issue of storing any items under the raised seating be explored further.

Louise Powell confirmed that she would go back to Ellis Whittham to clarify their advice regarding several of these issues and would make final amendments to the draft policies in light of this advice and the further comments made today. This final draft will then be circulated for any final comments before being tabled at the next Armstrong Hall Management Committee meeting on 10 January 2019 for discussion/agreement.

4. Representatives reports and queries

It was confirmed that the notice board at the entrance to St Mary's Street Car Park was incorrect and that long stay parking was actually available from 6.00pm onwards.

With regard to the new defibrillator, it was confirmed that there were issues with connecting the external box to the network but that this was being looked at. The defibrillator itself was fully functioning and was being kept in the office.

It was reported that some Hall users felt that there was a lack of publicity about progress with the Hall redevelopment process. It was agreed that this would be reported back to the Redevelopment Working Group.

5. Any other business

There was no other business raised.

6. Date and time of the next meeting

Wednesday 27 February 2019 at 2.00pm in the Town Hall