

Report of the Armstrong Hall Management Committee

held on Thursday 4th October 2018
in the Committee Room at the Armstrong Hall Complex

Present: Cllr Benj Emmerson (Chairman)
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Jayne Stansfield
Cllr Angela Symonds
Cllr Maggie Tyrell (arrived late)

Gill Dunkley (Armstrong Hall Advisory Committee)

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

Cllr Gail Whitehead - absent

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

Cllr Shirley Holloway – out of Thornbury
Barbara Ray (Armstrong Hall Advisory Committee) – 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 13TH AUGUST 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 13th August 2018 had been circulated and was agreed. The Hall Supervisor informed the Management Committee that the defib has arrived, can be used but has yet to be installed.

4. **TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 28TH AUGUST 2018 AND 2ND OCTOBER 2018**

The minutes of the Trust meeting held on 28th August 2018 had been circulated and were agreed. The minutes of the Trust meeting held on 2nd October 2018 were tabled and agreed.

5. **TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT**

Cllr Clive Parkinson updated the Management Committee on progress made at the Armstrong Hall Redevelopment Working Group meeting on 20th September 2018. The

Working Group had welcomed the Trust's decision to proceed with discussions on the future structure of the Trust. The draft Project Delivery Plan had been circulated to Trust members and Cllr Clive Parkinson confirmed that this had been discussed in detail at the Working Group meeting. The Trust noted the draft Project Delivery Plan. The Working Group had agreed to proceed with discussions with South Gloucestershire Council Planning Department to ascertain their views on our preferred option for development and also to explore the option of having a front entrance onto the High Street. The Clerk confirmed that there was a small amount of money left in the contract which would enable the architect to work with us on these discussions. The Working Group also agreed that the first aspects of the project to look at in more detail would be fundraising, although the need for project management was also important but would require some seed corn money. The issue of a permanent raised stage had also been discussed at the Working Group meeting. It was agreed that it would be useful to visit other new venues to explore different stage options as flexibility of the spaces was very important to maximise their use.

6. TO CONSIDER THE CURRENT STAFFING SITUATION AT THE ARMSTRONG HALL

The Hall Manager updated the Committee on the staff shortages at the Armstrong Hall and reported that the Hall Supervisor has advertised for both casual bar staff and a temporary caretaker via Facebook.

The Hall Manager discussed the need for extra financial help from the Council to cover the cost of a temporary caretaker and asked the Committee to consider an additional person longer term.

The Committee asked the Hall Manager to present at the next Hall Management meeting on the 8th November 2018 detailing the number of extra caretaking hours required.

7. TO RECEIVE AN UPDATE ON THE ACTIONS CONTAINED WITHIN THE HEALTH & SAFETY ACTION PLAN AND FEEDBACK FROM THE FIRE RISK ASSESSMENT

The Hall Manager reported that she had received one quote so far for the fire boarding which needs to go under the stage. She has also had a structural survey done and asked for a 2nd opinion on the height of the handrail in the Cossham Hall. The survey, which does not give any firm advice, was sent to Ellis Whittam who concluded that the hand rail height can now be left as it is with the current safety precautions in place.

8. TO CONSIDER THE DRAFT PRODUCTION POLICY AND GENERAL BOOKINGS POLICY

The draft production policy and general bookings policy was circulated and noted. The Committee were asked to email the Hall Manager with any questions as soon as possible as she will be taking both policies to the next Hall Advisory meeting on the 17th October 2018.

9. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payment were tabled. Cllr Benj Emmerson asked the Hall Manager to check the EDF payments to see if the amounts listed were on a par with amounts

paid in the past. 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 (Sept) – Hall | 92.00 |
| South Gloucestershire Council | Rates (Sept) – Museum | 54.00 |
| EDF Energy | Electricity Bill | 528.29 |
| EDF Energy | Electricity Bill | 1420.15 |
| Leafline | Artificial Plants | 93.60 |
| Silvey Oil | Gas Oil | 1281.00 |

ACCOUNTS FOR PAYMENT – 4th October 2018

| | | |
|----------------------|---------------------------------|--------|
| Water 2 Business | Water Bill | 589.09 |
| EDF Energy | Electricity Bill | 132.13 |
| British Telecom | Telephone Bill | 30.95 |
| Petty Cash | Petty Cash | 150.00 |
| JC Woodward | Window Cleaner | 25.00 |
| The Consortium | Stationery & Cleaning Materials | 347.00 |
| Mickleburgh | Piano Tuning | 72.00 |
| 7 Day Cellar Ltd | Bar Drinks Stock | 73.20 |
| Biffa Waste Services | Waste Disposal | 15.50 |
| Biffa Waste Services | Waste Disposal | 142.60 |
| Biffa Waste Services | Waste Disposal | 115.98 |

(b) To receive the financial statement for August 2018

The financial statement for August 2018 had been circulated, was discussed and was agreed by all.

(c) To receive the Armstrong Hall annual report (incorporating accounts) – 2017-18 – (unaudited)

The annual report (incorporating accounts) 2017-18 had been circulated and was discussed in detail. The following details were noted:

The bar is working well and had made a profit. The Hall Supervisor suggested that a small increase on the price of drinks would add to the profit of the bar. The Committee agreed that the Hall Supervisor should go ahead with the increase but should keep costs at a level that retained custom.

Gill Dunkley expressed concern that the Back-Stage Appeal money should be made clearer and that the funds are marked as ‘reserved’.

Cllr Clive Parkinson agreed to prepare a document to go with the Armstrong Hall annual report for the Charity Commission.

The Hall Manager was asked to find out how the grant to Jigsaw was awarded as there was no income from the Bakery Annexe listed on the report.

(d) To receive an update on fundraising and donations

The Hall Supervisor reported the current fundraising total is £112,027.13 and thanks were expressed to Barbara Ray for her continued support.

The following performances have been planned for the coming months:

Bristol Ensemble – 20th October (to be held in the URC as the hall is unavailable)
Young Persons Concerts – 11th November

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

(a) Operational and Maintenance Issues

The Hall Supervisor reported that, after 21 years, the bar dishwasher had broken and needed replacing along with an ice maker and fly killer. Quotes for the new equipment were circulated and it was agreed that the Hall Supervisor purchase a dishwasher, ice maker and fly killer.

The Hall Manager reported that the contract for sanitary bins in the ladies' cloakroom currently costs around £1400 per annum with an early cancellation fee of around £400. Another company have quoted £135.20 for the same contract. The Hall Manager asked the Committee to consider changing contracts with immediate effect incurring the cancellation fee as this will still be a cheaper option for the hall. The Committee unanimously agreed that the Hall Manager should change contracts.

12. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS

None.