

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

held on Thursday 8<sup>th</sup> November 2018  
in the Committee Room at the Armstrong Hall Complex

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

Barbara Ray (Armstrong Hall Advisory Committee)

Sandra Richardson (Deputy Hall Manager)  
Adam Bloom (Hall Supervisor)  
Belinda Morley (Administrator)

Cllr Gail Whitehead – absent  
Cllr Maggie Tyrell - absent

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

Louise Powell (Hall Manager) – indisposed  
Gill Dunkley (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 4<sup>TH</sup> OCTOBER 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 4<sup>th</sup> October 2018 had been circulated and was agreed.

Cllr Shirley Holloway called for a meeting in early December between the Hall Management Committee and Ellis Whittam to better understand which changes to the draft production policy and general bookings policy are compulsory as she has had questions about the draft policies from user groups.

Members of the Armstrong Hall Advisory Committee requested that quotes be sought to make safe the low handrail height of the balcony in the Cossham Hall so that the balcony may be used in any circumstance including when the bar is open. It was

proposed that Almondsbury Forge may be able to attach a bar above the handrail to raise the height.

**4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 6<sup>TH</sup> NOVEMBER 2018**

The minutes of the Trust meeting held on 6<sup>th</sup> November 2018 were tabled and agreed. Cllr Clive Parkinson reported that the Working Group will look at the governance of the future Armstrong Hall.

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

Cllr Clive Parkinson directed the Management Committee to item 4 of the minutes of the meeting of the Armstrong Hall Charitable Trust, 6<sup>th</sup> November 2018, which were tabled and read as follows:

“The fund raising working group had met last week and it had been agreed that the following questions be put to the Armstrong Hall Charitable Trust:-

1. To ensure that there are not delays imposed on the process due to the need to get approval from the Trust every six weeks, the Trust are asked to agree that the Working Group may continue to develop their strategies without getting approval at every stage, subject to the Working Group providing a report on progress to the Trust every six weeks and the Trust reserving the right to override the Working Group if necessary.
2. The consultative document in March suggested that the finance for the redevelopment might come from several routes which included (i) a loan from the Town Council, (ii) the s106 finance from Park Farm and (iii) CIL finance. The Working Group requests that the Trust explores these options with the Town Council and informs them of the outcomes.

These questions/proposals were discussed and a number of issues confirmed. With regard to reporting progress, decisions with financial implications would always come to the Trust and this method of working could be kept under review and changed if necessary. With regard to funding options, it was confirmed that any loans would be taken out at the time the funds were needed, and that at this point it was just agreement in principle that was needed. The only funding that would need to be included in next year's budget would be for a fundraising manager or project manager.

Both proposals were unanimously agreed by the Trust. It was also agreed that discussions regarding funding options would be taken forward by Council's Finance and Policy Committee.”

Cllr Clive Parkinson reported that the Working Group will work continuously and report back to the Trust every 6 weeks. The way the finance for the rebuild would be provided was also discussed and may include a loan from the Town Council, s106 from Park Farm and money from CIL. The Group will work to see what other funds are available. Cllr Clive Parkinson clarified that s106 money is identified for 'community buildings'

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

(a) To approve accounts for payment

The accounts for payment were tabled. The Deputy Hall Manager clarified that the £5844.00 invoice paid out to Thornbury Surfacing was work done to make safe the yard in the Bakery Annexe as part of the Health & Safety audit.

**ACCOUNTS PAID OUT OF MEETING:**

South Gloucestershire Council	Rates (Oct) – Hall	92.00
South Gloucestershire Council	Rates (Oct) – Museum	54.00
Biffa Waste Services	Waste Disposal	37.56
Biffa Waste Services	Waste Disposal	20.99
Biffa Waste Services	Waste Disposal	39.80
Biffa Waste Services	Waste Disposal	47.33
Walker Fire	Fire Safety Service	331.77
British Telecom	Telephone Bill	113.16
7Day Cellar Ltd	Bar Drinks Stock	371.90
7Day Cellar Ltd	Bar Drinks Stock	264.79
British Telecommunications	Telephone Bill	30.67
Thornbury Surfacing	Surfacing Work	5844.00
PHS Group	Early Cancellation Fee	495.30
Rentokil Initial UK Ltd	Sanitary Disposal Waste	162.24

**ACCOUNTS FOR PAYMENT – 8<sup>th</sup> November 2018**

Mr Ian Baker	Rent Refund – Saise’s Cottage	300.00
Cash	Petty Cash	100.00
Hawkins of Thornbury	Cutlery	22.50
7 Day Cellar	Bar Drink Stock	399.57
Biffa Waste Services	Waste Disposal	15.50
Biffa Waste Services	Waste Disposal	69.98
Biffa Waste Services	Waste Disposal	86.93
7 Day Cellar	Bar Drink Stock	638.34
British Telecom	Telephone Bill	39.15
Mr Bradley Bird	Defib Cabinet Installation	325.00

(b) To receive the financial statement for September 2018

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

(c) To receive an update on fundraising and donations

The Deputy Hall Supervisor reported the current fundraising total is £113,793.13 and thanks were expressed to Barbara Ray for her continued support. Barbara reported that she had new members join the fundraising group and they were able to suggest some fresh ideas.

The following performances have been planned for the coming months:

Young Persons Concerts – 11<sup>th</sup> November  
Wriggle Jigglers – 12<sup>th</sup> January  
Gareth Williams – 9<sup>th</sup> February  
Jazz Festival – 23<sup>rd</sup> March

The Deputy Hall Manager read out a letter she had received from Thornbury Welsh Society who have now closed their group. They have decided to donate some money from their final concert to the Armstrong Hall redevelopment project. Cllr Benj Emmerson asked the Deputy Hall Manager to send a thank you letter to the Welsh Society.

**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 there is a small area of damage to the Armstrong Hall floor and a leak in the Cossham Hall but these issues will be fixed 'in-house'. He also reported that the defibrillator has now been installed to the exterior wall of the Armstrong Hall.

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

None.