

Minutes of the Meeting of the Armstrong Hall Charitable Trust
held on Tuesday 2 October 2018
in the Council Chamber at the Town Hall
at 7.00pm

Present: Angela Symonds (Vice Chairman)
Vincent Costello (*arrived late*)
Benj Emmerson
Clare Fardell
Bob Griffin
Helen Harrison
Clive Parkinson
Pam Shipp
Jayne Stansfield
Maggie Tyrrell (*arrived late*)

Louise Powell (Clerk to the Trust)
Wendy Sydenham (Administrator)

(Martin Trueman – absent)

1. Apologies for absence

Shirley Holloway (indisposed)
Guy Rawlinson (out of Thornbury)
Matthew Stringer (out of Thornbury)
Lesley Tuck (out of Thornbury)
Gail Whitehead (out of Thornbury)

2. To consider and approve the Minutes of the meeting of the Trust of 28 August 2018 and any matters arising from those Minutes not covered on the agenda

39/18. The minutes of the Armstrong Hall Charitable Trust meeting held on 28 August 2018 had been circulated and were proposed as a true record by Clare Fardell, seconded by Clive Parkinson and signed by the Chairman.

(Maggie Tyrrell arrived at the meeting.)

3. To note the Report of the Armstrong Hall Management Committee held on 30 August 2018

40/18. The Report of the Armstrong Hall Management Committee meeting held on 30 August 2018 had been circulated and was noted.

4. To receive an update on the next steps for the Armstrong Hall redevelopment, including the draft Project Delivery Plan

41/18. Clive Parkinson updated the Trust on progress made at the Armstrong Hall Redevelopment Working Group meeting on 20 September 2018. The Working Group had welcomed the Trust's decision to proceed with

discussions on the future structure of the Trust (see item 5 below). The draft Project Delivery Plan had been circulated to Trust members and 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 Gloucester 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 aspect 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.

(Vincent Costello arrived at the meeting.)

5. To plan the meeting to discuss the future structure of the Trust

42/18. It was agreed that the meeting would take place in the evening of Wednesday 17 October 2018 and that all Trustees would be invited. The Clerk will send an email confirming the details of the meeting and would invite our advisor from CVS to attend.

6. To consider the survey reports on Miss Saise's Cottage, the Bakery Annexe and the Cossham Hall railing, and actions arising from them

43/18. The Clerk referred to the survey reports that had been previously circulated and confirmed that she had spoken to the person currently renting Miss Saise's Cottage to confirm that it needed to be cleared but that the building would need to be propped while this happened to ensure it was safe. Quotes were being sought for this work and the person renting the space had asked for some time to make alternative arrangements. The Clerk requested approval from the Trust to take up either the lowest quote or to take up a quote that had been obtained for clearing/propping the building as a complete job. It was proposed by Helen Harrison that the Clerk should proceed with the most appropriate and cost effective quote. The proposal was seconded by Benj Emmerson and unanimously agreed.

44/18. The Clerk reported that the survey had highlighted the need for an area containing asbestos in the Bakery Annexe to be painted with a sealant and then inspected annually. Quotes were being obtained for the works and the Clerk requested approval to proceed with the lowest quote. It was proposed by Helen Harrison that the Clerk should proceed with the lowest quote. The proposal was seconded by Benj Emmerson and unanimously agreed. The Clerk also reported that some work may need to be done to improve its fire safety. It was agreed that the Clerk would investigate what needs to be done and come back with further information.

45/18. The Clerk confirmed that the measures taken to improve safety in the balcony at the Cossham Hall with regard to the railing were sufficient to allow the area to be used safely.

7. To receive an update on any urgent operational matters

46/18. It was noted that there were significant staff shortages at the Armstrong Hall and that this would be discussed in more detail at the next Armstrong Hall Management Committee meeting.