

Armstrong Hall Advisory Committee

Report of the Meeting of the Committee held on Wednesday 04 December 2019

Present: Barbara Ray - Chair (Thornbury Picture House and Thornbury Arts Group)
Rex Davis (Thornbury Horticultural Society)
Jill Dimond (TMTG)
Andrew Sherriff (Thornbury Art Club)
Cllr Shirley Holloway
Hazel Dutton (Severnvale Flower Club)
Gill Dunkley (Arts Festival)
Steve Nugent (Armstrong Hall Project Manager)
Adam Bloom (Armstrong Hall Supervisor)

1. Apologies for absence/ Previous Minutes

It was noted that the date was incorrect (September had been missed off)

Elly is NYTC not TMTG Juniors

There is no problem with Legionella – the works taking place are to ensure compliance with the L8 regulations.

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

A fundraising advisor, Catherine Longley, has been appointed and over the last period has been working with various groups to develop a fundraising strategy. A draft was presented to the Redevelopment Working Group in November and the thoughts are that the new development should be a cultural and heritage hub for the area and that a sensible fundraising target would be in the region of £5,000,000.

The strategy is due to be completed by end January 2020 and then presented to the Trust early February. Following on from this various workstreams will be developed

3. To receive an update on any hall operational issues that affect users

The new website has been developed further. Adam requested that users provide a brief synopsis of their organisation to be added to the site. The site would be used for news and updating the community on Hall activities. Again, it was mentioned that volunteer help would be required to assist with the development and upkeep of the website due to staff commitments.

4. Representatives' Reports and Queries

Booking forms for 20/21. Barbara mentioned that the booking form should be amended such that the Type and number should be in two boxes not one as it is currently.

Jill Dimond queried the lighting level outside the door to the Hall/Kitchen, it was mentioned that the light is of sufficient level for purpose. Should money become available then it may be replaced with LED lighting.

Further discussion was had on Fire Escape procedure , Steve Nugent stated that a review of the procedures, as agreed with the Hall Safety Advisors had taken place and that it was felt that the procedures were fair and reasonable.

Jill Dimond mentioned that during the Barnum production there was excess water in the vicinity of the kitchen door and queried if the drainage was functioning correctly. SN explained that this had been reported at the time and that the water was due to an exceptional amount of rain falling in a short time. The water did clear quickly after the deluge, it is not felt that there are any problems with the drainage.

Further to the discussions on fire evacuation a query was made on equipment for fire marshals. The provision of fire marshals for users is within their remit, it was questioned whether the Trust should provide hi visibility jackets to be issued to productions for this purpose. SN expressed concern over on-going costs of replacement if necessary but would look into costs of supplying them.

Arts Club stated that they are looking at bookings for 2021

Arts Festival is working on programme and reported that it should be like previous years and that a new ticketing system was being used.

Picture House queried the problem with the emergency lights in the Cossham Hall. SN explained that these were being replaced but could not guarantee success in fully reducing the light level

5. Any other business

Jill Dimond asked that if users came to the Hall out of hours ie early could they be allowed access. Adam said that they would be allowed in, however access to some areas may not be available and they would have to wait in the foyer

6. Date and time of next meeting – 26 February 2020, 3:30pm, Town Hall

Noted.