

Report of the Armstrong Hall Management Committee

held on Thursday 13th June 2019
in the Committee Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chairman)
Cllr Benj Emmerson
Cllr Clare Fardell
Cllr Bob Griffin
Cllr Janyne Stansfield
Cllr Angela Symonds
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)

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

Cllr Shirley Holloway welcomed the Committee to the meeting and expressed her thanks on behalf of the Committee to Louise Powell, who will stand down as Hall Manager in July and once the newly appointed Hall Manager, Steve Nugent starts.

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Gill Dunkley (Armstrong Hall Advisory Committee) – Work Commitments
Cllr Clive Parkinson – out of Thornbury

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO ELECT THE VICE CHAIR FOR THE ENSUING YEAR

Cllr Bob Griffin proposed Cllr Benj Emmerson as Vice-Chairman of the committee for the ensuing year. This was seconded by Cllr Maggie Tyrell and unanimously agreed by the Committee.

4. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 21ST MARCH 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on the 21st March 2019 had been circulated, noted and agreed by all.

Matters Arising:

The Hall Manager confirmed that the work to the dressing room roof had been completed successfully.

The Hall Manager reported that an electronic bank account for the Armstrong Hall is being set up and will hopefully be ready to use soon.

5. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON THE 8TH MAY 2019 AND THE 11TH JUNE 2019

The minutes of the Trust meeting held on 8th May 2019 had been circulated, were noted and agreed by all.

The minutes of the Trust meeting held on 11th June 2019 were tabled and noted.

6. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT (WORKING GROUP HELD ON 6TH JUNE 2019)

The Hall Manager reported that there had been a meeting of the Armstrong Hall Redevelopment Working Group held on the 6th July 2019 and directed the Committee to Item 4 of the minutes of the meeting of the Armstrong Hall Charitable Trust on the 11th June 2019 which summarised the discussions had.

The Hall Manager confirmed that there would be a press release to recognise the appointment of the new Hall Manager which would include a comment from him coming soon.

7. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payment were tabled and proposed as correct by Cllr Benj Emmerson, seconded by Cllr Shirley Holloway and unanimously agreed by all.

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (April) – Hall	90.00
South Gloucestershire Council	Rates (May) – Hall	95.00
South Gloucestershire Council	Rates (April) – Bakery	56.14
South Gloucestershire Council	Rates (May) – Bakery	56.00
South Gloucestershire Council	Rates (April) – Museum	53.04
South Gloucestershire Council	Rates (May) – Museum	55.00
Alexandra	Work Trousers	136.08
British Telecommunications PLC	Telephone Bill	153.16
Consortium	Sundry Expenses	335.69
Corona Energy	Energy Bill	120.73
Ian Hall	Repair Dressing Room Ceiling	450.00
Lynne Gibson	Modern Mistresses Fundraiser	180.00
Silvey	Gas Oil	1448.37
Walker Fire (UK) Ltd	Hall Fire Inspection	291.78
Walker Fire (UK) Ltd	67 High Street Fire Inspection	48.00
British Telecommunications Plc	BT Phone Bill	38.20
AED Locator (EU) Ltd	Defib Annual Monitoring Charge	378.00
7 Day Cellar Ltd	Bar Stock	279.45

Indeed Ireland Operations Ltd	Targeted Ads for A/H Manager	1050.00
Biffa Waste Services	Waste Disposal	17.14
Biffa Waste Services	Waste Disposal	97.15
Biffa Waste services	Waste Disposal	78.19
Petty Cash	Petty Cash	600.00
T Hopkins	Work to Bakery Annexe Roof	240.00
Consortium	Laminating Pouches	14.27
7 Day Cellar	Bar Stock	1992.24
TV Licensing	TV Licence	154.50

ACCOUNTS FOR PAYMENT – 13TH JUNE 2019

7 Day Cellar	Bar Stock	240.00
Biffa	General Waste Collection	76.51
Biffa	Glass Collection	21.42
Biffa	Dry Mixed Recycling	121.44
Biffa	General Waste Collection	97.74
Zurich Municipal	Inspection Contract and Insurance	2967.68
British Telecommunications PLC	Telephone Bill	32.45
Alexandra Workwear	Poloshirts	148.50

(b) To receive the financial statements for December 2018, January 2019, February 2019 and March 2019

The financial statements for December 2018, January 2019, February 2019 and March 2019 had been circulated and were agreed.

(c) To receive a draft table of spend against budget for 2018-2019

A draft table of spend against budget for 2018-2019 was tabled and discussed. The Hall Manager reported that the credit card charges have not been added yet and so there will be changes but that the draft does give an idea of the spend at the end of year against the budget.

(d) To receive an update on fundraising and donations

Once again, the Committee thanked Barbara Ray and the team for their commitment to fundraising for the hall. The total Armstrong Hall Redevelopment Fund now stands at £117 555.22.

The following performances/events have been planned for the coming months:

Canterbury Tales	-	28 th June
Daphne & Jack Open Gardens	-	7 th July
Roll Over Beethoven	-	14 th September
Bristol Ensemble (URC)	-	26 th October
Remembrance Day Concert	-	10 th November

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

The Hall Manager reported on the bad state of repair of the carpet in the Complex which has been taped in various places and is becoming a trip hazard. The Hall Supervisor is investigating the cost of a replacement and will bring this to the next meeting.

The boiler will require work however as it is an oil heated boiler and they are not generally used anymore, parts and quotes for repair will be difficult to obtain. Any quotes will be brought to the next meeting.

The lapel radio mics now cut out frequently and one receiver and handheld mic are broken. The Hall Supervisor will therefore investigate renewing this equipment and bring quotes to the next meeting.

The Hall Manager reported that quotes had been sought to raise the height of the handrail on the balcony in the Cossham Hall however, on further investigation, she found that any work done would need to comply with planning and building regulations meaning that the staircase would also have to be included which would all cost more. A concern was raised that now the first row of chairs has been moved, there is a greater chance that the audience could step forward and trip off the balcony. The Hall Supervisor will ask Ellis Whittam for advice on this.

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

A letter had been received asking for a sanitary vending machine in the ladies' toilets at the Armstrong Hall. The Committee asked the Hall Manager to investigate the possibility of installing one.