

Report of the Armstrong Hall Management Committee

held on Thursday 14th February 2019
in the Excell Room at the Armstrong Hall Complex

Present: Cllr Jayne Stansfield (Vice Chair)
Cllr Bob Griffin
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Angela Symonds
Cllr Maggie Tyrrell

Barbara Ray (Armstrong Hall Advisory Committee)

Sandra Richardson (Deputy Hall Manager)
Belinda Morley (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Benj Emmerson (Chairman) – out of Thornbury
Louise Powell (Hall Manager) – out of Thornbury
Adam Bloom (Hall Supervisor) – out of Thornbury
Gill Dunkley (Armstrong Hall Advisory Committee) – another engagement

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 10th JANUARY 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 10th January 2019 had been circulated and was noted.

Cllr Clive Parkinson requested that item 5 of the minutes be amended to include that it was further confirmed that the working group had requested that the wording of the original 'ACT' donation paperwork would be checked to see what conditions/restrictions had been placed on it.

Matters Arising:

Barbara Ray proposed that the name of the 'Backstage Appeal' be changed to 'Armstrong Hall Redevelopment Fund' to better reflect the more recent fundraising aims of the Committee. This was seconded by Cllr Shirley Holloway and unanimously agreed by all.

Barbara Ray asked for clarification on the age of persons allowed to use the balcony in the Cossham Hall be brought to the next meeting.

Cllr Clive Parkinson reported that the Town Council had been informed that JIGSAW have agree to pay for the fireboarding to the Bakery Annexe and that it is due to be completed next week. No one will be using the property until the work is completed.

The Deputy Hall Manager confirmed that the ceiling to the dressing rooms has now been fixed.

The minutes were approved by Cllr Clive Parkinson, seconded by Cllr Angela Symonds and unanimously agreed by all.

4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 12TH FEBRUARY 2019

The minutes of the Trust meeting held on 12th February 2019 were tabled and noted.

5. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT

Cllr Clive Parkinson reported that the next Working Group meeting will be held during the last week of the month, that funding has been approved for the Architects and a website designer has been agreed.

He directed the Management Committee to item 4 of the minutes of the meeting of the Armstrong Hall Charitable Trust, 12th February 2019, which were tabled and read as follows:

At the (Armstrong Hall Redevelopment Working Group) meeting, concerns had been raised that the process was not moving forward quickly enough, but it had been acknowledged that the next step would be to engage expertise in fundraising and project management. Funding for this had been confirmed by Council in its budget for 2019/2020 and therefore work could proceed on the briefs for the tender process.

The Working Group had also agreed that it would focus its activities from now onwards on fundraising, communications including a separate website, and helping to refine the briefs for the tender process.

6. 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 Shirley Holloway, seconded by Cllr Clive Parkinson and unanimously agreed by all.

ACCOUNTS PAID OUT OF MEETING:

South Glos Council	Rates (Dec)	92.00
South Glos Council	Rates (Jan)	92.00

CREDIT CARD PAYMENT

Screwfix	Drill + Bits	178.56
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ACCOUNTS FOR PAYMENT – 14TH FEBRUARY 2019

7 Day Cellar Ltd	Bar Stock	266.40
7 Day Cellar Ltd	Bar Stock	196.80
7 Day Cellar Ltd	Bar Stock	73.20
7 Day Cellar Ltd	Bar Stock	866.41
Tony's Skip Hire	Skip Hire	348.00
Savage Associates	Audit	1175.00
The Consortium	WC & Cleaning Products	395.63
Biffa	Glass Recycling	15.50
Biffa	Dry Mixed Recycling	86.93
Biffa	General Waste	69.98
Seton	COSHH Cabinet	555.48
British Telecommunications	Telephone Bill	39.14
Hawkins of Thornbury	Maintenance Supplies	16.95
Ian Hall	Safeguarding to Under Stage	3160.00
Amathus	Drinks Stock	201.68
Amathus	Drinks Stock	124.74
Amathus	Drinks Stock	73.21
British Telecommunications	Telephone Bill	113.16
Leafline (Replacement Cheque)	Artificial Bloom Hire	93.60
Silvey Oil Fuel Specialists	Gas Oil	491.94

(b) To receive the financial statement for November 2018

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

(c) To consider the Armstrong Hall budget for 2019/20

Cllr Clive Parkinson thanked the Town Council staff for producing the budgets during the continued absence of the RFO. He reported that the Town Council had agreed to a higher grant of £50 000 – £80 000 which will cover the additional maintenance works and work identified in the health & safety and fire reports for this and next year. With the extra grant from the Town Council, the Committee is hopeful that the reserves, which have been depleted with the increased maintenance of the building, will increase slightly by the end of this financial year.

Cllr Clive Parkinson called for a review of the budget when the end of year figures are available.

(d) To approve the fees and charges from April 2019

Cllr Clive Parkinson proposed that the Committee accept the new fees and charges of the Armstrong Hall Complex valid from April 2019 which had been tabled. This was seconded by Cllr Bob Griffin and unanimously agreed by all.

(e) 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 £115 470.63.

The following performances have been planned for the coming months:

Jazz Festival	-	23 rd March
Art Talk	-	13 th April
Folk concert	-	9 th June
Canterbury Tales	-	28 th June

7. TO CONSIDER QUOTATIONS FOR :

(a) CO2 leakage Alarm

The health and safety action plan identified the risk to staff from carbon dioxide poisoning in the room which houses the beer gas and recommended that the Hall purchase a CO2 leakage alarm. The Deputy Hall Manager circulated 3 quotes of suitable alarms and Cllr Shirley Holloway proposed the purchase of the Flamefast CellarGuard CO2 Monitoring System at a cost of £295.50 + VAT. Cllr Maggie Tyrrell seconded the proposal and it was unanimously agreed by all.

8. TO NOTE THE DATE OF 20TH MARCH AT 7:15PM IN THE COSSHAM HALL FOR DEFIBRILLATOR TRAINING

The date of the 20th March in the Cossham Hall for defibrillator training was noted. All groups using the hall will be invited.

The Committee thanked Thornbury Lions for their contribution which helped to purchase the defibrillator for the Armstrong Hall.

9. TO RECEIVED AN UPDATE FROM THE DEPUTY HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES

The Deputy Hall Manager reported that the old floor buffer had broken after 25 years use. A new buffer will cost £758.00. Cllr Clive Parkinson proposed the purchase of the new buffer, seconded by Cllr Angela Symonds and it was unanimously agreed by all.

10. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS

None.