

Report of the Armstrong Hall Management Committee

held on Thursday 21st March 2019
in the Committee Room at the Armstrong Hall Complex

Present: Cllr Benj Emmerson (Chairman)
Cllr Bob Griffin
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Janyne Stansfield
Cllr Maggie Tyrrell

Gill Dunkley (Armstrong Hall Advisory Committee)

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

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Barbara Ray (Armstrong Hall Advisory Committee) – out of Thornbury
Cllr Angela Symonds - indisposed

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 14TH FEBRUARY 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on 14th February 2019 had been circulated and was noted.

The Hall Manager requested that item 3 of the minutes be amended to note that the ceiling in the dressing room had been temporarily fixed only.

Matters Arising:

The Clerk reported that the feedback from people attending the defibrillator training on the 20th March 2019 was good with many expressing their thanks for a very useful session.

The Hall Manager clarified that the no persons under 16 should be using the Cossham Hall balcony.

The minutes were approved by Cllr Clive Parkinson, seconded by Cllr Jayne Stansfield and unanimously agreed by all.

Cllr Clive Parkinson asked that Item 5 on the agenda be addressed before Item 4.

5. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT

Cllr Clive Parkinson reported that there had been a meeting of the Working Group which had focussed on working through some issues in order to move the redevelopment process through more quickly. This had resulted in the Trust deciding that there was a need to put in more resources and a new post of Hall Manager was considered and approved. Cllr Parkinson stressed that the need for the new post was not a criticism of the excellent work the Town Clerk and Hall Manager has done so far but is simply to move the project on more quickly. The composition of the Management Committee will remain the same until the Governance is changed with the recruitment of the new Hall Manager.

4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 19TH MARCH 2019

The minutes of the Trust meeting held on 19th March 2019 were tabled, noted and agreed by all.

Cllr Parkinson directed the Management Committee to Item 5 of the Trust minutes and reported that the pre-application paperwork has been sent to South Gloucestershire.

The Management Committee noted their concerns regarding the s106 funds from the Park Farm development and expressed their disappointment that they had been put on hold.

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 Benj Emmerson, seconded by Cllr Shirley Holloway and unanimously agreed by all.

ACCOUNTS PAID OUT OF MEETING:

*One Stop Cleaning Shop	Floor Polisher	696.60
*Safety Gear Store	CO2 Monitoring System	354.60

ACCOUNTS FOR PAYMENT – 21ST MARCH 2019

Petty Cash	Petty Cash	200.00
7 Day Cellar	Bar Stocks	1007.79
Biffa	Glass Recycling	19.38
Biffa	Dry Mixed Recycling	108.66
Biffa	General Waste Disposal	87.48
Corona Energy	Gas	47.04
Corona Energy	Gas	177.70
EDF Energy	Electricity – 67 High Street	906.65
EDF Energy	Electricity – Armstrong Hall	489.43
EDF Energy	Electricity – Armstrong Hall	1969.27
Hawkins of Thornbury	Fixings for Maintenance	11.74
JCW Window Cleaning	Cossham Hall	25.00

Matrix BES Ltd	Electrical Works + Maintenance	140.40
Silvey Oil Fuel Specialists	Gas Oil	1088.86
Water to Business	Water Bill	449.62
PPL PRS Ltd	Music Licence	1064.10
Rentokil Initial	Nappy Disposal	37.86

*Credit Card Payment

(b) To receive an update on fundraising and donations

The Hall Manager read out the following email from Barbara Ray;

“An update on the fund raising is that the Jazz Festival organised by a small committee is almost sold out already so should be a good night for the fund and the bar takings too!

We’ve got an Art Talk on the 13th April, a new concert by a young saxophonist on 19th May, a folk concert on 8th June and the Bristol Old Vic Theatre School doing the Canterbury Tales on the 28th June.”

Once again, thanks were expressed to the committed volunteers who do a fantastic job raising money for the Armstrong Hall Redevelopment Fund.

7. TO REPORT AND UPDATE ON WORKS TO THE DRESSING ROOM ROOF

The Hall Manager reported that due to the urgent need to fix the dressing room roof, she had approached Cllr Benj Emmerson to agree the quote that had been received. Work on a permanent fix to the Armstrong Hall dressing room roof is starting on the 1st April and involves raising the incline and re-felting the roof and fitting and skimming a new ceiling. The works will cost approximately £5500. The cost of this was then formally approved by the Management Committee with Cllr Benj Emmerson proposing and Cllr Clive Parkinson seconding the works.

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

The Hall Manager is looking to make the Armstrong Hall bank account electronic by Summer 2019. This will speed up the process for all involved.

She also reported on the critical levels of staffing at the Armstrong Hall. A job advert for a new caretaker has been advertised with some interest.

9. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS

None.