

Report of the Armstrong Hall Management Committee

held on Thursday 29th August 2019
in the Excell Room at the Armstrong Hall Complex

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

Barbara Ray (Armstrong Hall Advisory Committee)
Gill Dunkley (Armstrong Hall Advisory Committee)

Cllr Clive Parkinson (Armstrong Hall Redevelopment Working
Group)

Steve Nugent (Hall Manager)
Adam Bloom (Hall Supervisor)
Belinda Morley (Administrator)

Cllr Shirley Holloway welcomed Steve Nugent, Armstrong Hall Complex Manager, to his first Armstrong Hall Management Committee meeting.

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Maggie Tyrell – Other Commitments

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 13TH JUNE 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on the 13th June 2019 had been circulated, noted and agreed by all. The Committee requested clarification from the Town Clerk regarding a payment of £48 to Walker Fire for 67 High Street which is not an Armstrong Hall property.

5. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON THE 30TH JULY 2019 AND THE 27TH AUGUST 2019

The minutes of the Trust meeting held on 30th July 2019 had been circulated, were noted and agreed by all.

The minutes of the Trust meeting held on 27th August were tabled and noted.

6. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT (WORKING GROUP HELD ON 8TH JULY 2019)

Cllr Clive Parkinson reported that he had now received the written report for the pre-application meeting with South Gloucestershire Council. They are happy with the redevelopment plans although they have concerns over the elevation of the Cossham Hall roof. This is a manageable concern and Cllr Parkinson, along with the Hall Manager, will speak to the architect about changing the elevation.

The planners had also made comment that they do not want access to the redevelopment through Miss Saise's Cottage. The Trust will need to decide what to do with Miss Saise's Cottage but, once they do, there may be a sum of money available.

Cllr Parkinson also reported that invitations had been sent out to fundraisers, of which only 1 had declined to tender. 8 were from the South West Institute of Fundraising and 2 had approached the Hall Manager in response to information being posted on social media and the Council website. Tenders should be received by mid-September and a decision made by the end of September. Tender documents will be circulated to Trust members and members of the Management Committee but are for information only.

A marketing strategy has been kept in the report and, it is hoped, members of the community may be able to offer some expertise with regard to developing a business plan and also developing the current website.

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 Jayne Stansfield, seconded by Cllr Benj Emmerson and unanimously agreed by all.

ACCOUNTS PAID OUT OF MEETING

South Glos Council	Rates (Aug) – Hall	190.00
South Glos Council	Rates (Aug) – Bakery	112.00
South Glos Council	Rates (Aug) – Museum	110.00
Cash	Petty Cash	200.00

ACCOUNTS FOR PAYMENT – 29TH AUGUST 2019

*British Telecom	Telephone Bill	38.60
*T.Hopkins	Armstrong Hall Roof Repairs	380.00
Hawkins Of Thornbury	Repair & Maintenance Materials	77.19
Gap Supplies	Repair & Maintenance Materials	10.36
Biffa Waste Services Ltd	Waste Disposal	78.19

Biffa Waste Services Ltd	Waste Disposal	97.15
Biffa Waste Services Ltd	Waste Disposal	17.14
Corona Energy	Gas Bill – 4 Chapel Street	62.75
Biffa Waste Services	Waste Disposal	97.74
Biffa Waste Disposal	Waste Disposal	21.42
Biffa Waste Disposal	Waste Disposal	121.44

*Cheque Payment

(b) To receive the quarterly report on spend against budget

The quarterly report on spend against budget had been circulated. The Committee felt that the figures were not correct and needed reviewing by the Town Clerk. The report should be brought to the next meeting once revised.

(c) 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 £119 780.22.

The following performances have been planned for the coming months:

Roll Over Beethover	-	14 th September
Bristol Ensemble	-	26 th October at the URC
Remembrance Day Concert	-	10 th November

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

Armstrong Hall Carpet

The Hall Manager has been investigating the cost of new carpet for the Armstrong Hall Complex given the unsafe condition of the current one. He reported that the best price was from Phoenix Carpeting and will cost £2457.23. This cost will be reduced if hall staff lift the old carpet themselves. The new carpet will consist of carpet squares which can be reused in the new building. The Hall Manager would like the carpet laid by early October and before the next production. Cllr Benj Emmerson proposed the purchase of the carpet, this was seconded by Cllr Jayne Stansfield and agreed by all.

Boiler

The Hall Manager reported that the required works to the boiler were advisory rather than mandatory. The gauge will need to be replaced and the Hall Supervisor will seek quotes for this work.

Lapel Radio Mics

The Hall Supervisor tabled quotes for a new mic system as the old system is no longer 'to standard' and cannot be used by customers. He has investigated the cost to replace

the system and £1500 would cover all the equipment, including mics, patching system and technical gear.

The Committee decided that, due to the cost of the equipment, one week should be allowed to enable members to make an informed decision. They should email Cllr Shirley Holloway with their comments by Friday, 6 September 2019 who will report back to the Hall Supervisor with a decision.

Card Reader – (PDQ)

The Hall Supervisor asked the Committee to consider the purchase of a card reader for bar transactions. After receiving quotes from 3 different suppliers, he recommended Payzone as they manage the data from each transaction. Cllr Jayne Stansfield proposed the purchase of a card reader for the hall, this was seconded by Gill Dunkley and unanimously agreed by all.

Health and Safety Work

A report of the Armstrong Hall Fire Risk Assessment Remedial Works had been circulated. The Hall Manager explained that there is money in the budget for these works and asked members to note that the water heaters in the changing rooms and foyer toilets are a high priority.

9. TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS

The wording of item 9 on the agenda should be changed for all future agendas and minutes to “any urgent matters”.