

Report of the Armstrong Hall Management Committee

held on Thursday 3rd October 2019
in the Excell Room at the Armstrong Hall Complex

Present: Cllr Benj Emmerson (Vice Chair)
Cllr Clare Fardell
Cllr Jayne Stansfield
Cllr Angela Symonds
Cllr Maggie Tyrell (arrived late)

Barbara Ray (Armstrong Hall Advisory Committee)

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

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Shirley Holloway – Out of Thornbury
Cllr Bob Griffin – Out of Thornbury
Gill Dunkley – Out of Thornbury

2. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS

None

3. TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 29TH AUGUST 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on the 29th August 2019 had been circulated, noted and agreed by all.

5. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON THE 1ST OCTOBER 2019

The minutes of the Trust meeting held on 1st October 2019 were tabled and noted.

6. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT (WORKING GROUP HELD ON 26TH SEPTEMBER 2019)

The Hall Manager reported that 3 interviews had taken place for a fundraiser for the hall redevelopment. The successful candidate came from 'Good Fundraising', had the most

experience and lots of enthusiasm. The point was made by all 3 candidates during the interview process that the target was ambitious but achievable and that it would take 2 to 3 years to raise the money.

The Hall Manager reported the recently employed fundraiser will be putting together a programme for the redevelopment but before she does, she would like to meet as many people involved in the hall as possible in order to get a better understanding of the hall, where the likely sources of income are, and produce a strategy.

Once the Hall Manager has met with the fundraiser and the process has started, the plan is to draw together and complete the architectural drawings up to RIBA Stage 2 (Concept).

Cllr Maggie Tyrell arrived.

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 (Sept) – Hall | 95.00 |
| South Glos Council | Rates (Sept) – Bakery | 56.00 |
| South Glos Council | Rates (Sept) – Museum | 55.00 |

ACCOUNTS FOR PAYMENT – 3RD OCTOBER 2019

| | | |
|-----------------------------|------------------------------------|---------|
| Mickleburgh | Piano Tuning | 72.00 |
| Rackham Planning Ltd | Prep of Plan Appraisal/Miss Saises | 480.00 |
| Water 2 Business | Water: 14/02/19 – 16/09/19 | 659.64 |
| JCW Window Cleaning | Window Cleaner | 25.00 |
| PPL PRS Ltd | Music Licence | 1169.40 |
| Biffa | Glass Recycling | 17.14 |
| Biffa | Dry Mixed Recycling | 97.15 |
| Biffa | General Waste Collection | 78.19 |
| Phoenix Flooring Ltd | Additional Uplift & Prep | 303.05 |
| Phoenix Flooring Ltd | Supply & Fit Carpet Tiles | 2441.45 |
| Dyno-Rod (JAF Services Ltd) | Unblock Drains | 156.00 |
| Initial | Sanitary Bin Collection | 227.76 |
| **Amazon.co.uk | Pat Testing Equipment | 482.95 |
| **Viking Direct | A3 Printer + Ink | 221.66 |

**Credit Card Payments

(b) 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. They have done and continue to do an excellent job and the total Armstrong Hall Redevelopment Fund now stands at £120,400.22.

The following performances have been planned for the coming months:

| | | |
|-------------------------|---|--|
| Bristol Ensemble | - | 26 th October 2019 at the URC |
| Remembrance Day Concert | - | 10 th November 2019 |
| A 'West End Star' | - | 12 th January 2020 |

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

Armstrong Hall Carpet

All committee members agreed that the new carpet had made a huge difference and 'smartened' the foyer and Excell Room up greatly.

Health & Safety Work

The Hall Manager reported that he had received a quote of £1632.00 to install over the sink water heaters in the dressing room. The work will be completed on the 10th, 14th & 15th October.

A contractor to fit necessary fire doors has yet to be found.

Lapel Radio Mics

The Hall Supervisor explained to the committee, that following his recent email communications with them, the biggest concern from members was regarding interference. He explained that the new mics he had suggested change frequency frequently to obtain the optimum spectrum and therefore avoid interference. Cllr Jayne Stansfield proposed the purchase of new radio mics for the hall, this was seconded by Cllr Benj Emmerson and unanimously agreed by all.

Operational

The Hall Manager reported that at the last Hall Advisory meeting, some users had expressed an issue with hall booking forms and found them to be complicated. The Hall Manager met with these users on the 2nd October and discussions are in process.

The Hall Supervisor had circulated a table with proposed bar increases. He explained that the increases were to cover new levies and the sugar tax but that the Armstrong Hall Complex was still cheaper than any other drinking establishment nearby. It was unanimously agreed by all that the proposed increases be adopted and that the charges be looked at again sooner rather than later to bring them in line with charges locally.

9. **ANY URGENT MATTERS**

None