

# Notes of the Armstrong Hall Management Committee

held on Thursday 7<sup>th</sup> November 2019  
in the Excell Room at the Armstrong Hall Complex

Present: Cllr Benj Emmerson (Vice Chair)  
Cllr Clare Fardell  
Cllr Bob Griffin

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

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

Absent: Cllr Ashley Bijster  
Cllr Clive Parkinson (Hall Redevelopment Working Group)

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As the meeting was not quorate, discussions took place and notes were taken however any decisions made will be carried to the next meeting to be ratified.

## 1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Shirley Holloway – Work Commitments  
Cllr Jayne Stansfield – Work Commitments  
Cllr Maggie Tyrrell – Work Commitments

## 2. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS**

None

## 3. **TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 3<sup>RD</sup> OCTOBER 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on the 3<sup>rd</sup> October 2019 had been circulated, noted and agreed by all.

## 4. **TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON THE 5<sup>TH</sup> NOVEMBER 2019**

The minutes of the Trust meeting held on 5<sup>th</sup> November 2019 were tabled and noted. Item 4 was discussed. Gill Dunkley questioned the validity of giving up Miss Saise's Cottage given that the property next to it, Number 67, is owned by the Town Council. The Hall Manager reported that South Gloucestershire Council do not want an entrance

to the Armstrong Hall Complex from the High Street. The Trust will decide, in due course, whether they will sell Miss Saise's Cottage with planning permission to extend or extend the property themselves and then sell it. The latter option will raise approximately £25,000 more but, in any event, all profit made will go directly to the Armstrong Hall Complex redevelopment.

**5. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT**

The Hall Manager reported that a fundraising advisor is now in place and she will develop a fundraising strategy. She visited the hall on Monday where she met with some Councillors and members of the working group. She is planning to be in Thornbury one day a week and on the 21<sup>st</sup> November 2019, she will present a draft of her strategy to the working group. She believes that raising funds of £5,000,000 is achievable and after speaking to View Architects, they believe that it is possible to rebuild within this budget. The fundraiser advised the working group that the bulk of the monies should be sought before asking public for donations. She suggested a period of 2 – 3 years before the fundraising total is achieved.

**6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES**

*(a) To approve accounts for payment*

The accounts for payment were tabled and signed by Cllr Benj Emmerson and Cllr Bob Griffin but will be brought to the next meeting to be ratified.

**ACCOUNTS PAID OUT OF MEETING**

South Glos Council	Rates (Oct) -Hall	95.00
South Glos Council	Rates (Oct) – Bakery	56.00
South Glos Council	Rates (Oct) – Museum	55.00
HMRC	VAT Return	522.05
County Boiler Services	Investigate Oil Boiler Fault	234.00
Hawkins Of Thornbury	Repair Materials for Bin	50.74
Alexandra	Workwear	19.80
Good Fundraising Comp Ltd	Fundraising Strategy Payment	5000.00
Corona Energy	Gas Supply	67.36
Clutton Cox Ltd	Revision of Leases	300.00

**ACCOUNTS NOW DUE FOR PAYMENT – 7<sup>th</sup> NOVEMBER 2019**

Cash	Petty Cash	250.00
7Day Cellar	Bar Stock	196.80
7Day Cellar	Bar Stock	459.90
7Day Cellar	Bar Stock	480.41
County Boiler	Boiler Repairs	1134.36
Biffa Services	Waste Disposal	17.14
Biffa Services	Waste Disposal	97.15
Biffa Services	Waste Disposal	78.19
View Architects Ltd	Topographical Survey	1121.40
Bristol Ensemble Ltd	Fundraising Concert 25.10.19	1000.00

The Thornbury Deli	Buffet Lunch	202.50
Hawkins Of Thornbury	Maintenance Materials	64.15

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

The quarterly report on spend against budget was circulated along with a report from the Town Clerk detailing her concerns. This was discussed in detail.

*(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. All agreed that the concert by the Bristol Ensemble was superb. The total Armstrong Hall Redevelopment Fund now stands at £120,677.22.

The following performances have been planned for the coming months:

Remembrance Day Concert	-	10 <sup>th</sup> November 2019
A 'West End Star'	-	12 <sup>th</sup> January 2020

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

The Hall Manager reported that all the planned maintenance has now been completed.

The Hall Supervisor requested permission to buy a medium sized commercial microwave at a cost of £129.00 as the old one failed an electrical leakage test. Approval was given.

The Hall Manager reported that he had received an email of complaint from a production group which included 'staff attitudes' and complicated booking forms and rates. He and Cllr Shirley Holloway had met with the group to talk about the email but also to raise an issue that the hall had had during their latest production whereby the production group had added an extra row of chairs in the hall before their performance. The Hall Manager has told the production group that he will investigate hall rates and booking forms, working with the group to ensure good future relations.

**9. ANY URGENT MATTERS**

None