

Report of the Armstrong Hall Management Committee

held on Thursday 9th January 2020
in the Excell Room at the Armstrong Hall Complex

Present: Cllr Shirley Holloway (Chair)
Cllr Benj Emmerson (Vice Chair)
Cllr Bob Griffin
Cllr Angela Symonds
Cllr Maggie Tyrell

Cllr Clive Parkinson (Hall Redevelopment Working Group)

Barbara Ray (Armstrong Hall Advisory Committee)

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

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Gill Dunkley – Out of Thornbury
Cllr Clare Fardell – Indisposed
Cllr Jayne Stansfield – 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 7TH NOVEMBER 2019 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM

The report of the Management Committee meeting held on the 7th November 2019 had been circulated, noted and agreed by all.

4. TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON THE 7TH JANUARY 2020

The minutes of the Trust meeting held on 7th January 2020 were tabled and noted.

5. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT

Cllr Parkinson reported that the fundraiser is continuing her work on developing a fundraising strategy. Her report will be ready by the end of January. A meeting has

been arranged for the 6th February and Trust members and members of the Armstrong Hall Redevelopment Working Group will be invited.

The Hall Manager reported that a topographical survey including buildings, site levels and site boundaries has been completed and the Architect will complete stage 2 after the fundraising strategy meeting. Stage 2 of the Architect's designs will include all the work the planning department have stipulated.

6. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payments – paid out of meeting during December were paid so as not to incur any late charges. These were tabled and proposed as correct by Cllr Maggie Tyrrell, seconded by Cllr Benj Emmerson and unanimously agreed by all.

The accounts for payment – 9th January 2020 were tabled and proposed as correct by Cllr Benj Emmerson, seconded by Cllr Angela Symonds and unanimously agreed by all.

ACCOUNTS FOR PAYMENT – 9TH JANUARY 2020:

*Cash	Petty Cash	200.00
Biffa	Waste Disposal	97.86
7Day Cellar	Bar Stock	572.06

*Cheque Payment

(b) To receive an update on finances

A report on the Armstrong Hall Complex finances was tabled and discussed in detail. The following was noted:

It is necessary to keep on top of spend – any identified work that will need doing next year will be kept within budget. Utility bills have been high because payments have been made on estimated readings. Because of this, readings are now being sent to the energy company and quotes from other providers are being sought. New and cheaper telephone and broadband providers are being considered.

The Hall Manager would like to get the Armstrong Hall painted but this will be done by hall staff and a borrowed tower to keep our costs low.

(c) To receive an update on fundraising and donations

Thanks were once again expressed to the Armstrong Arts Group who have the following exciting performances and concerts planned for the coming months:

Puccini to Sondheim	-	12 th January 2020
Henry VIII re-enactment	-	29 th February 2020
Folk Musician Phil Beer	-	12 th March 2020

Jazz Festival - 28th March 2020
Bristol Old Vic - 5th May 2020

The total amount of money raised so far, following the successful Remembrance Day concert, is £121,158.22.

(d) To receive a proposal on fee charge changes of 2020

The Hall Manager reported that some users had raised issues with him with the way in which the hall is hired out and they are after simplification of this process rather than lower costs. After investigating other community halls, he proposed hiring the Armstrong Hall only in blocks, morning (9.00 am – 1.00 pm), afternoon (2.00 pm – 6.00 pm) and evening (6.00 pm – 12.00 am) or a combination of these. The hall can be hired on its own during these blocks or with the stage and dressing rooms included. The Armstrong Hall Complex will still be priced very competitively but it was acknowledged that while these changes may benefit some users, others may be adversely affected.

The Hall Manager would like to see these charge changes implemented in April 2020 and so will be sending out the proposal to regular users at the beginning of February ready to take comments to the Advisory committee on the 26th February 2020.

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

Website and Advertising

The Hall Supervisor is in the process of getting the website up and running but is aware that it needs developing and asked that if any of the members knew of someone who had website design experience and would be willing to volunteer, to please get in touch.

He has also been investigating the hall's presence on Facebook. During a regular week, the page may have 12 – 15 'likes' however, after posting a picture of the Christmas wall mural, the page had 2000 'likes' in 2 days. He therefore proposed asking the artist concerned to paint seasonal murals for us which could be posted on Facebook, raising the profile of the hall.

He now has full control of google analytics which shows that half the people searching the internet for the Armstrong Hall are looking for directions to the hall, but the other half are people searching for our product. The Hall Supervisor plans to target these people by using key words such as, 'party venue' and 'Bristol theatre' within the website. He is also investigating the possibility of using agencies, on a commission only basis, to book rooms for meetings.

A mock-up of an Armstrong Hall Complex pamphlet, produced by the Hall Supervisor, was circulated. Currently the hall does not have a pamphlet. Cllr Clive Parkinson suggested that money may need to be spent in order to get one done quickly.

The Hall Supervisor also suggested hosting our own events (beer festivals, gigs, etc) to raise money for hall upkeep.

8. TO DISCUSS LETTER TO HSE SENT BY TMTG

The Hall Manager will draft a letter, to be approved by the Armstrong Hall Management Committee, to be sent to TMTG requesting a copy of the letter they sent to the HSE regarding our health & safety rules.

9. ANY URGENT MATTERS

None

Since the meeting, the Hall Manager has reviewed the pricing changes following comments from others.