

**Minutes of the Meeting of the Armstrong Hall Charitable Trust**  
held on Tuesday 5 November 2019  
in the Council Chamber at the Town Hall  
at 7:00pm

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Present: Angela Symonds (Chairman)  
Jayne Stansfield (Vice Chair)  
Chris Davies  
Benj Emmerson  
Clare Fardell  
Helen Harrison (arrived late)  
Clive Parkinson  
Guy Rawlinson  
Pam Shipp  
Maggie Tyrrell  
Shirley Holloway  
Bob Griffin

Louise Powell (Town Clerk)  
Hannah Cornford (Minutes)

Absent: Ashley Bijster  
Martin Trueman

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1. **Apologies for absence**

Steve Nugent (Redevelopment Project Manager – another commitment)  
Matthew Stringer (work commitment)  
Eva Fielding (indisposed)

2. **To consider and approve the minutes of the meeting of the Trust of 1<sup>st</sup> October 2019 and any matters arising from those minutes not covered on the agenda.**

70/19 The minutes were approved and signed.

3. **To receive an update from the Redevelopment Working Group**

71/19 Clive Parkinson reported that the working group and some of the Councillors had attended a seminar run by our newly appointed fundraiser. It had been a very interactive session which was useful. The fundraising strategy would be in place by the end of January. She was visiting the group again next week and is planning to be in Thornbury one day a week whilst she is conducting her work

*(Helen Harrison arrived)*

4. **To receive an update on Miss Saise's Cottage**

- 72/19 Steve Nugent had received further information from an estate agent and following this and the planning appraisal on the cottage his recommendation would be to get planning permission on it and then sell without doing the work to the property. Cllr Emmerson acknowledged that this would be the quicker and easier solution but queried whether we should take the more profitable option of doing the work ourselves and then selling. Cllr Stansfield added that she would prefer the Armstrong Hall got the profit, rather than a developer. Cllr Parkinson however was cautious of committing to refurbishment as it is difficult to be certain of true costs until it commences, given that there are often additional problems encountered. He also questioned whether as trustees, it would be appropriate for them to take the action of co-ordinating a residential development.
- 73/19 Cllr Tyrrell summarised that planning permission was needed either way and that a decision on its eventual outcome wasn't needed yet. Cllr Stansfield proposed that planning permission be sought, and a decision made on whether to keep or sell the property once permission is granted. Cllr Emmerson seconded this, and all were in favour.
- 74/19 Cllr Parkinson stated the figures given for architect's fees and it was discussed that Council would need to be approached for funds either from reserves or in the budget for the next financial year. Cllr Parkinson suggested that as the matter should be progressed in a timely manner, it should be requested that funds should be found this financial year. Cllr Stansfield proposed a second motion to ask Council for £6,000 from reserves to pay for the architect's fees. Cllr Rawlinson seconded the motion, and all were in favour.

5. **To receive an update on any urgent operational matters**

- 75/19 The Clerk reported that, she would be taking the six-month detailed financial report to the next Armstrong Hall management Committee Meeting on 07.11.19. The report was of significant concern for the Trust.
- 76/19 The Clerk suggested that the assured £53,000 for the Armstrong Hall from CIL should be paid into the current account now and only essential spend authorised.
- 77/19 It was agreed that the detail would be discussed at a meeting of the audit sub-committee as soon as possible.