

**Minutes of the Meeting of the Armstrong Hall Charitable Trust**  
held on Tuesday 7<sup>th</sup> January 2020  
in the Council Chamber at the Town Hall  
at 7:00pm

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Present: Angela Symonds (Chairman)  
Chris Davies  
Benj Emmerson  
Clare Fardell  
Clive Parkinson  
Guy Rawlinson  
Pam Shipp  
Maggie Tyrrell  
Shirley Holloway  
Bob Griffin  
Eva Fielding  
Matthew Stringer

Steve Nugent (Hall Project Manager)  
Louise Powell (Town Clerk)  
Hannah Cornford (Minutes)

Absent: Martin Trueman

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1. **Apologies for absence**

Jayne Stansfield (another commitment)  
Helen Harrison (out of Thornbury)  
Ashley Bijster (another commitment)

2. **To consider and approve the minutes of the meeting of the Trust of 5<sup>th</sup> November 2019 and any matters arising from those minutes not covered on the agenda**

01/20 Cllr Parkinson clarified points relating to paragraphs 74/19 and 76/19. The numbering was corrected on a duplicated paragraph. Bob Griffin proposed the minutes to be a true record, seconded by Benj Emmerson and unanimously adopted.

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

02/20 Steve Nugent explained he was continuing to work with the fundraiser to develop a strategy. She has been doing some research and her report will be delivered in early February. Possible dates and times were discussed so that a meeting may be organised.

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

- 03/20 Clive Parkinson explained that work already started, needed to continue on determining the scope of the Armstrong Hall Trust's governance which the fundraiser had highlighted as an important issue.
- 04/20 A revised draft budget was tabled which showed a corrected figure for general reserves. It was discussed that there were a number of historic energy bills outstanding which once cleared, would reduce this sum. Clive Parkinson proposed that Trust ask Council for a £80,000 grant, at the same value as the current financial year, rather than the previously proposed £90,000. The difference should be added into the Council's Central Services cost centre as a budget item and should not be taken from CIL. This was seconded by Benj Emmerson and unanimously agreed.
- 05/20 It was reported that measures had been taken to ensure only essential spend is transacted. An improved maintenance schedule which was being worked on should help reduce unexpected costs. The hall management had been challenged to raise an additional £10,000 of income in the next financial year, through increasing fees or usage. Bob Griffin articulated that income did not meet the hall's wage bill.