

Minutes of the Meeting of the Armstrong Hall Charitable Trust
held on Thursday 11 April 2019
in the Council Chamber at the Town Hall
at 7.00pm

Present: Shirley Holloway (Chairman)
Benj Emmerson
Clare Fardell
Bob Griffin
Clive Parkinson
Pam Shipp
Matthew Stringer
Angela Symonds

Louise Powell (Clerk to the Trust)
Wendy Sydenham (Deputy Clerk/Minutes)

(Vincent Costello – absent)
(Helen Harrison – absent)
(Jayne Stansfield – absent)
(Martin Trueman – absent)
(Lesley Tuck – absent)

1. **Apologies for absence**

Ashley Bijster (work commitment)
Guy Rawlinson (out of Thornbury)
Maggie Tyrrell (another commitment)

2. **To consider and approve the minutes of the meeting of the Trust of 19 March 2019 and any matters arising from those minutes not covered on the agenda**

27/19. The minutes of the Armstrong Hall Charitable Trust meeting held on 19 March 2019 had been circulated. Matthew Stringer proposed that they were adopted. The proposal was seconded by Benj Emmerson and unanimously agreed. The minutes were signed by the Chairman.

28/19. The Clerk provided an update on several issues from the minutes. There had been no response yet from South Gloucestershire Council to the pre-application letter, but the architects were due to meet with them soon. There had been no response from South Gloucestershire Council regarding the s106 funds from the Park Farm development. A new caretaker had been appointed and was due to start shortly. The external works on the dressing room roof were now complete, and the interior/cosmetic works would be completed between the NYTC production and the Arts Festival.

29/19. The job description for the Armstrong Hall Manager post was discussed, and in particular that the postholder would report to the Project Board. The composition of the Project Board was agreed as the Chair of the Trust, the Chair of the Management Committee and the Chair of the Redevelopment

Working Group (with advisors brought in to deal with specific issues if they arise).

3. **To note the Report of the Armstrong Hall Management Committee meeting held on 21 March 2019**

30/19. The Report of the Armstrong Hall Management Committee meeting held on 21 March 2019 had been circulated and was noted.

4. **To discuss recruitment to the Armstrong Hall Project Manager post and agree the interview process**

31/19. The Clerk provided an update on the recruitment process and on the option of using targeted promotion through a recruitment website, outlining how it worked and the costs involved. This option was discussed and Bob Griffin proposed that the Clerk go ahead with using targeted promotion. The proposal was seconded by Matthew Stringer and unanimously agreed.

32/19. The interview process was discussed and it was agreed that the panel should be made up of the Chair of the Redevelopment Working Group, the Clerk and the Chair of the Management Committee and/or the Chair of the Council Staffing Committee depending on availability.

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

33/19. Clive Parkinson provided an update on the recent Redevelopment Working Group meeting at which the new Armstrong Hall Project Manager post had been discussed.