

Minutes of the Meeting of the Armstrong Hall Charitable Trust
held on Tuesday 12 February 2019
in the Council Chamber at the Town Hall
at 7.00pm

Present: Shirley Holloway (Chairman)
Vincent Costello
Benj Emmerson
Clare Fardell
Bob Griffin
Helen Harrison
Clive Parkinson
Guy Rawlinson
Jayne Stansfield
Matthew Stringer
Angela Symonds

Louise Powell (Clerk to the Trust)
Wendy Sydenham (Administrator)

(Martin Trueman – absent)
(Lesley Tuck – absent)

1. Apologies for absence

Ashley Bijster (work commitments)
Pam Shipp (another commitment)
Maggie Tyrrell (another commitment)

2. To consider and approve the Minutes of the meeting of the Trust of 8 January 2019 and any matters arising from those Minutes not covered on the agenda

10/19. The Minutes of the Armstrong Hall Charitable Trust meeting held on 8 January 2019 had been circulated and were approved and signed by the Chairman.

11/19. In relation to item 2/19 of the minutes, the Clerk reported that she had not heard back from South Gloucestershire Council yet regarding the process for making a claim against s106 Park Farm funds.

3. To note the Report of the Armstrong Hall Management Committee meeting held on 10 January 2019

12/19. The Report of the Armstrong Hall Management Committee meeting held on 10 January 2019 had been circulated and was noted.

13/19. It was noted that there was an error in section 4 of the minutes (“Backstage Appeal” should read “ACT”) and that this would be raised at the next Armstrong Hall Management Committee meeting on 14 February 2019 so that the minutes could be amended.

4. To consider a report on the next steps for the Armstrong Hall redevelopment

14/19. Clive Parkinson updated the Trust on the most recent meeting of the Armstrong Hall Redevelopment Working Group. At the meeting, concerns had been raised that the process was not moving forward quickly enough, but it had been acknowledged that the next step would be to engage expertise in fundraising and project management. Funding for this had been confirmed by Council in its budget for 2019/2020 and therefore work could proceed on the briefs for the tender process.

15/19. The Working Group had also agreed that it would focus its activities from now onwards on fundraising, communications including a separate website, and helping to refine the briefs for the tender process.

5. To receive feedback about a lease issue

16/19. The Clerk confirmed that she had spoken to Jigsaw regarding the fireboarding works that needed to be carried out between the Bakery Annex and the workshop below. Helen Harrison confirmed that this had been discussed at a recent Jigsaw Trust meeting where they agreed to cover the costs of the work based on the £1500 quote. Clare Fardell reminded the Trust that they could contact the Volunteer Centre regarding a possible grant. Helen Harrison reported that Jigsaw would not use the building until the works had been carried out. The Trust thanked Jigsaw for acting so promptly and responsibly in this matter.

17/19. The Clerk reported that Council would need to cover the costs of connecting a smoke detector in the workshop to Jigsaw's fire alarm.

6. To receive an update on any urgent operational matters

18/19. There were no urgent operational matters.