

Minutes of the Meeting of the Armstrong Hall Charitable Trust
held on Tuesday 19 March 2019
in the Council Chamber at the Town Hall
at 7.00pm

Present: Shirley Holloway (Chairman)
Vincent Costello
Benj Emmerson
Bob Griffin
Helen Harrison
Clive Parkinson
Guy Rawlinson
Pam Shipp
Jayne Stansfield
Matthew Stringer
Angela Symonds
Martin Trueman
Maggie Tyrrell

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

(Lesley Tuck – absent)

1. **Apologies for absence**

Ashley Bijster (work commitments)
Clare Fardell (another meeting)

2. **To consider and approve the Minutes of the meeting of the Trust of 12 February 2019 and any matters arising from those Minutes not covered on the agenda**

19/19. The Minutes of the Armstrong Hall Charitable Trust meeting held on 12 February 2019 had been circulated and were approved and signed by the Chairman.

3. **To note the Report of the Armstrong Hall Management Committee meeting held on 14 February 2019**

20/19. The Report of the Armstrong Hall Management Committee meeting held on 14 February 2019 had been circulated and was noted.

4. **To discuss creation and recruitment to a new post**

21/19. An updated version of the job description for the new Armstrong Hall Manager post was tabled. The Clerk confirmed that the main changes from the previous version were that the postholder would report to a Project Board rather than the Chair of the Trust and salary details were now included, in line with the recommendation from the Staffing Committee. There was some discussion regarding whether the post should be permanent or a fixed term contract, but it was agreed that it should remain as a permanent post. Guy

Rawlinson proposed that the Clerk proceed with advertising the post, both through the usual channels and through other channels which may incur a cost. The proposal was seconded by Matthew Stringer. The proposal was agreed by Trust members, with one abstention (Martin Trueman).

5. **To approve the pre-application letter for submission to South Gloucestershire Council**

22/19. The Clerk had circulated an electronic copy of the pre-application paperwork that was being sent to South Gloucestershire Council regarding the redevelopment of the Armstrong Hall. The Clerk confirmed that the main areas that we wanted to get their advice/comments on were the frontage and the access onto Chapel Street. There was some discussion about whether we should ask for their advice/comments on access onto the High Street, but the Clerk confirmed that the architects had felt that this may confuse the pre-application process and that this issue had been adequately dealt with (and the reasons against well documented) during the consultation process. Clive Parkinson proposed that the Trust approve the pre-application letter for submission to South Gloucestershire Council. The proposal was seconded by Guy Rawlinson and unanimously agreed.

6. **To discuss an email concerning S106 from Park Farm**

23/19. The Clerk had circulated an email from South Gloucestershire Council regarding s106 funds from the Park Farm development to be used towards community facilities. The email confirmed that South Gloucestershire Council had put the funding on hold until it had reviewed plans for community facilities in Thornbury and assessed how best value could be achieved. The Trust asked the Clerk to reply to the email expressing its disappointment at this funding being put on hold as good use of the funding could be made by the Trust, and also requesting that Thornbury-based Councillors should be involved in the decision making process as and when it happens.

7. **To receive feedback on a lease issue**

24/19. The Clerk reported that Jigsaw had completed the required fireboarding works in the Bakery Annex, and had also ordered COSHH cabinets and now had five interconnected fire alarms. They had requested a contribution from the Trust of £410 from the overall costs of £2000. It was agreed that this matter should be considered at either the next Finance and Policy Committee meeting or full Council meeting, whichever was soonest.

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

25/19. The Clerk reported that there were currently severe staffing shortages at the Armstrong Hall.

26/19. The Clerk reported that work was due to begin on the dressing room roof at the beginning of April.