

Minutes of the Meeting of the Armstrong Hall Charitable Trust
held on Tuesday 27th August 2019
in the Council Chamber at the Town Hall
at 7:00pm

Present: Angela Symonds (Chairman)
Jayne Stansfield (vice chair)
Guy Rawlinson
Clare Fardell
Chris Davies
Clive Parkinson
Matthew Stringer
Bob Griffin
Benj Emmerson
Helen Harrison

Steve Nugent (Hall Project Manager)
Wendy Sydenham (Deputy Clerk to the Trust)
Hannah Cornford (Minutes)

Absent: Martin Trueman
Eva Fielding

1. **Apologies for absence**

Shirley Holloway (out of Thornbury)
Maggie Tyrrell (another commitment)
Ashley Bijster (another commitment)
Pam Shipp (indisposed)

2. **To consider and approve the Minutes of the Meeting of the Trust of 30th July 2019 and any matters arising from those minutes not covered on the agenda.**

57/19 Helen Harrison had been marked as present but had in fact been absent. The minutes would be amended but were otherwise agreed to be a true record.

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

58/19 Steve Nugent updated the Trust on the position with funding and the website. 10 invitations had been sent out to fundraisers, of which only 1 had declined to tender. 8 were from the South West Institute of Fundraising and 2 had approached the Steve in response to information being posted on social media and the Council website. All the Councillors would get a copy of the tender document for their information. Clive Parkinson and Steve had met with the architect who was going to revamp the plan for the façade of the hall.

59/19 Clare Fardell queried what should happen with donations, as she had recently

had one passed to her personally. Longer term, there would be formal avenues for these to go down, but for the time being, it was discussed it would be appropriate for them to go into the Backstage Appeal Fund, with a separate total kept for the fundraising done by the local Arts groups.

60/19 Guy Rawlinson queried the timetable and Clive responded that he hoped they would be able to award the contract by the end of September. As there was not another Hall Advisory Meeting before this date, Guy Rawlinson proposed that permission should be given for Steve and Clive to award the contract. This was seconded by Jayne Stansfield and unanimously agreed.

61/19 Clive was planning to produce a public update on progress each month until the fundraiser is in place. The new website had been set up by the Council's IT support and was ready to go. Steve had received an offer of help from an individual with IT training who wished to support the project.

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

62/19 Steve Nugent had approached three organisations to do an appraisal on the cottage. One company had come in within budget but couldn't produce a report for this meeting, they were working on it. There was a lot of work to be done on the property, potentially to include raising the roofline and getting services into the rooms as presently there are none. Steve noted also that it had never been given a house number and had historically always been referred to with the above title.

63/19 Clive Parkinson noted that there was some money left over from the previous tender for architectural work and it would therefore be logical to allow the current professionals to continue until the end of phase 2. It could then be put out to fresh tender. Clive proposed to resolve that the Trust will ask the Town Council's Finance & Policy Committee for permission to spend up to an additional £2500 by allowing View Architects to finish phase 2. Benj Emmerson seconded this proposal and it was unanimously agreed.

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

64/19 There were none.