

GLENMORISTON MILLENNIUM HALL
Minutes of Annual General Meeting
WEDNESDAY, 25TH NOVEMBER 2009

Present: Agnes Bell, Cherry Duncan, Jo Adams, Errol Levings, Clare Levings, Christine MacDonald, Pat Ungless, Barbara Withers and Trish Archibald
5 members of public also in attendance.

Clare Levings, Acting Chair, welcomed everyone to the meeting.

1. Apologies

Alan Draper, Heather Smart, Carol Hunter, Kirsteen Mackenzie, Hill and Hugh Watt

2. Adoption of Minutes of previous AGM held on Friday 28th November 2008

Minutes approved:

Proposed by Pat Ungless.
Seconded by Sandy Greig.

Minutes signed by Clare Levings.

3. Matters Arising

There were no matters arising from previous minutes.

4. Amendment to Constitution

Pat Ungless proposed an amendment to the constitution of the Hall. The change reflects the revised arrangements regarding Independent Inspection of Financial Statements in accordance with Charity Regulator's requirements. As a result the committee no longer need to appoint an independent auditor to overview the accounts. The accounts will require to be independently examined in accordance with OSCR requirements.

The motion was agreed and Pat confirmed he would updated the constitution and get copies signed by current trustees.

5. Chairperson's Report

Clare Levings, in the role of Chair, confirmed that no Chairperson had been nominated at the last AGM. At the mid-year point it was agreed by the committee that this position should be filled and Clare agreed to take this role.

Clare presented highlights from the past year including:

- A party was held to celebrate the 10th anniversary of the new hall which was very well attended
- Improved landscaping had been undertaken outside the hall – thanks to Trish and Willie Archibald for doing this.
- Thanks also to Barbara and Agnes for planting and looking after the tubs.
- Overall there had been good use of the hall with regular bookings. Thanks to Cherry for organising and providing lunches for many of the functions.
- The hall committee had agreed to purchase 2 new screens which could be used to divide the main hall into a smaller area. They could also be used for display purposes. This had provided greater flexibility in the way the hall was set up and used.
- Jean Curley has been winding up the Youth Club and has sold some of the equipment, proceeds of which will go to the Children's Committee.
- LiteBites had run for 4 weeks this year and the Craft Fair had also been well received.
- Finally, thanks to the Glenmoriston Arms for delaying the Quiz Night to avoid clashing with the AGM.

6. Secretary's Report

Cherry reported on the hall usage during the year. (See Secretary's Report).

Key highlights include:

- Variety of events and activities in the hall throughout the year with over 200 lets
- Regular hirers included the local clubs as well as NHS, Highland Council, Forestry Commission and Farmer's Union
- New events this year included 17 private lets to Jan Culshaw's Loch Ness Magic Show during July and August and Open Floor Nights

Cherry confirmed that free lets are those such as group committee meetings and recycling meetings.

7. Caretaker's Report

Errol provided an update on maintenance activity over the year (See Caretaker's report).

All annual inspections had been completed and no issues raised.

Issue with boilers freezing up was resolved by "Water Hog" to absorb condensate which forms in the tank. Damaged floor tiles in meeting room have been replaced.

Sewage system pump chamber cleaned and serviced and septic tank emptied and this is an issue the hall will need to take care of as Highland Council is not performing regular checks.

Entrance door secured with new bolt and new taps provided in hand wash basin in kitchen.

The gutters need to be cleaned before winter sets in and Errol said he would appreciate it if there were any volunteers to do this.

8. Treasurer's Report

Pat Ungless provided an updated on Hall Finances (see Treasurer's Statement)

Income down this year for no significant reasons but surplus and reserves had increased.

Entertainment events had dropped from previous years as GLEN was no longer running events due to minimal attendance at events.

There had been a significant reduction in bank interest due to current interest rates. The committee took the decision to move £30k to a Charity Bank Bond which paid a slighter better rate.

Lite Bites income was down due to only running for 4 weeks this year.

Current reserves mean that the committee is in a position to consider capital purchases if required.

9. Clubs

Badminton: Pat updated. Between 5 and 8 people regularly in attendance but would like to see more coming along. Cost was £1 for members and £1.50 for non-members. Junior badminton club was doing very well with around 14 children attending with an average attendance of around 10. The challenge for this club was lack of court space! They are playing Fort Augustus in a tournament.

Bowls: In absence of any rep, Cherry updated that the afternoon bowls session was well attended with around 12 people playing. The evening sessions normally had between 4 and 8 people attending. Competition taking place on Sunday 31st January.

Dancing: Barbara reported that dancing continued to be well attended without sufficient people to form 2 sets. Ceilidh and Ballroom dancing was open for new members and everyone was welcome. The clubs had 2 new teachers and they seemed to be working out very well.

Senior Citizens: Trip to Letterfinlay took place earlier this year with 27 attending. The Christmas Party is being held on Saturday 9th January and invites were being distributed at the beginning of December. It is likely that there will be around 105 attending including guests. Transport is being provided.

Heritage Group: Val Ungless updated on the activities of the group. They had put on various talks which had seen an average attendance of around 30 people. A trip to Culloden was planned for 2nd December. The SOS day to raise funds for the RNLI was being held on 30th January (this raised £700) last year. Talks for February and March were to be finalised. An event in April was being planned covering the history of the Glen settlements from mid 19th century to now. If anyone had any interesting objects, pictures, information etc then the group would like to hear about this.

10. Election of Officers

The majority of Hall Committee office bearers and committee members are willing to continue in their roles. It was noted that David Gillies of the Gun Club had not attended any meetings and it was therefore presumed that he had resigned from the committee. Phil Mansell was happy to join the committee as a member.

For 2009/2010 the committee will consist of the following:

Chairperson	-	Clare Levings
Booking Secretary	-	Cherry Duncan
Treasurer	-	Pat Ungless
Minute Secretary	-	Carol Hunter
Scottish Dance Representative	-	Barbara Withers
Children's Committee	-	Kirsteen Mackenzie
Dalchreichart Rep	-	Agnes Bell
Bowls Club Rep	-	Alan Draper
Senior Citizens rep/Trustee	-	Christine MacDonald
Badminton Club	-	Heather Smart
Caretaker	-	Errol Levings
Committee Member	-	Trish Archibald
Committee Member	-	Jo Adams
Committee Member	-	Phil Mansell

11. Any Other Business

No further business.

The meeting was closed at 8.30pm followed by cheese and wine.

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Treasurer's Report for Financial Year ending 31st August 2009

1. Operating Surplus

The Trading Profit and Loss for this year shows an operating surplus of £7,516 for the year, after taking into account all income and expenses including depreciation on assets. This compares with a surplus for the previous year of £6,929, an increase of £587.

2. Income/Profit

Overall income for the year was £19,126, a decrease of £969 over 2007/8.

Income Headings:-

- a) Entertainment Events income is reduced now that the GLEN Committee has disbanded but this has little effect on profit as corresponding costs are also reduced in line. The income under this heading does include the Tim Kiphuis Concert in October 2008, the Blas Festival in September 2008 and the Craft Fayre in November 2008.
- b) Catering Services income derives from the lunches and refreshments provided through the year to NHS, Highland Council, Forestry etc., plus Maggies 2009.
- c) Hall Hire (Commercial) is the income from the hall hire element of Meetings plus some others such as Altitude Clothing who hired the hall for a week this year.
- d) Hall Hire (Community) is the hall hire from regular groups plus private party hire to local residents.
- e) Highland Council Contribution is the income that offsets utility costs in respect of the public toilet usage for heating, water and electricity.
- f) Bank Interest on 30 day account and accrued on the Charity Bank bond.
- g) Lite Bites shows the gross income for the 4 weeks this year.
- h) Miscellaneous is the hire of a projector to the Forestry (hired to us by the Heritage Group)

The nett contributions to Hall funds made by various activities include:-

£397 Craft Fayre in November 2008
£334 Blas Festival in September 2008 (with the BBC)
£411 nett cost of the Tim Kiphuis concert in October 2008
£419 nett cost of the 10th Anniversary Party in April 2009
£144 from Open Floor Music Nights £2 per head nominal charge
£300 from private parties
£1,955 from Maggies 2009
£1,818 from Lite Bites
£135 Loch Ness Magic weekly hires in the summer

- i) The NHS total billings for hall hire & catering £3,032 for the year and the Highland Council £1,222.
- j) Community Hall Hire from clubs and local individuals remains consistent with previous years at about 10% of income.

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Treasurer's Report for Financial Year ending 31st August 2009

3. Costs

Building operational costs for utilities (oil, electricity and water) are broadly in line with previous year.

Repairs and maintenance costs are up £859 and include costs for work on the drain pumps and emptying of the septic tank and the landscaping project outside the public toilets at a cost of £540, for the most part offset by income from the Hogmanay Party 2008 which contributed £452 nett.

4. Capital Items Purchased

There have been no significant capital purchases this year.

5. Cash Reserves

At 31st August 2008 the current account stood at £10,116. In addition there was a further £10,581 held in the 30 day deposit account and £6 in cash. As interest rates on the 30 day Account had fallen to near zero, the Committee approved an investment of £30,000 in a 12 month Bond at a rate of 2.5% with the Charity Bank. This is a small bank that channels investments into the support of charity projects.

Reserves as above total £50,703 carried forward.

6. Charity Regulators Requirements

The regulatory regime required by OSCR remains unchanged.

Debbie Billington again acted as Independent Examiner at very reasonable fees and we have submitted the required Financial Statements and Trustees reports to the Regulator.

7. Treasurer's Comment on the Year

The apparently sound basis for the Hall's finances continues to be supported by our regular calendar events of Lite Bites and Maggies plus the contribution made from catering services to the NHS, Highland Council and others.

This year has been very much "business as usual" with no significant loss of income and costs maintained at levels in line with previous years.

Reserves continue to grow and the hall is in a position to make capital purchases for replacements or new equipment for the benefit of the community if and when the need arises.

Patrick Ungless

Treasurer

25/11/09

GLENMORISTON MILLENNIUM HALL
SECRETARY'S REPORT NOVEMBER 2009

Local User Groups.

Bowls	Monday	October - April
Badminton	Tuesday	September - June (Junior and Senior)
Scottish Country Dancing	Thursday	September - April
Heritage Group	Monthly	September - March
Drumnadrochit Parish Church	Service	First Sunday of each Month
Ballroom Dancing		Second and Fourth Sunday of each Month
Ceilidh Dancing		Third Sunday of each Month October - April

Commercial Hirers.

Regular hirers during each three month period have been N.H.S. from Dingwall, Inverness and Fort William, Highland Council from Inverness, Dingwall and Conon Bridge, Forestry Commission and National Farmers Union. Occasional lets from Community Company, Local Action Group, Homecoming Event, Trees for Life, Alba Interpretations (Wildlife Talk), Platform P.R. (Windfarm), B.B.C, Highland Council for elections and Jehovah's Witnesses.

Lets from December 2008 to November 2009

Local User Groups	146
Free	69
Informal	5 (3 Bowls, 2 Badminton)
Private	23
Functions	10
Commercial	52

Local User Groups are slightly down as the Bowls Club decided not to meet during the Summer period. Private lets soared by 17 mainly due to Jan Culshaw's Loch Ness Magic Show during July

and August. Commercial lets have risen by 17, High land Council and N.H.S are still our main hirers using 32 out of the 52 lets.

Annual Hall Fundraising.

Lite bites did operate this year for 4 weeks with Clare, Jean, Mave and myself covering a week each. Thanks to all the helpers, bakers and soup makers. Maggies had 700 participants and is booked again for Saturday 1st May 2010. The annual Wet Wet Paddlefest(Kayaks) was also a successful day.

Other Events.

On 22nd April we had a recording of Robbie Sheherd's Take the Floor which went out on the 25th April. I enjoyed listening to something I had taken part in.

Jan Culshaw's Loch Ness Magic was a success and hopefully he will do it again.

The reception held here after the Windfarm opening gave the chance to see the children who named the turbines presented with a book token by Danny Alexander.

The Homecoming event Voices of the Forest was an excellent night, those of you who did not attend missed a lot. I believe that the team are going to interview Pat the Pier about transportation.

A new venture this year has been our Open Floor Night, held every 3 months. It is organised by Mike and Jo Adams. Any local musicians can come along and participate. Next one is Saturday 5th December. You can also come and listen.

Dates for your Diary.

Christmas Decoration of the Hall	Sunday 13th December at 10.00am.
Carol Service with the Salvation Army	Wednesday 16th December at 7.30pm.
Childrens Christmas Party	Sunday 20th December.
Hogmanay Family Dance Young.	Thursday 31st December. Music by Fiona
Over Sixties Dinner	Saturday 9th January 2010

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Caretakers Report

Annual Inspections

Fire alarm panel and emergency lighting are now inspected and serviced every six months – April and October. The boiler and gas cooker were all serviced in June 2009. The appropriate certificates were issued for the Record Manual. New hoses were fitted to the propane gas bottle changeover valve. It should be noted that these have only a five year life before the rules require they be replaced. Fire extinguishers were all also checked and signed off for another year, and log book signed off as appropriate.

Earlier this month (November) the annual Portable Appliances were tested for electrical integrity. Now awaiting the relevant certificate and report. No issues were raised by the inspection technician.

Non-routine maintenance

In February after taking fresh fuel for the boilers it seems water condensate in the tank was stirred up into the pipe and froze, stopping the boilers from working. After this was rectified, a “Water Hog” was dropped into the tank to absorb any remaining condensate – hopefully that is the end of this problem until the waterhog has exhausted its capacity to absorb water (an annual check will be made shortly.)

The damaged floor tiles in the Meeting room have been replaced with similar tiles – not an exact match but the closest we were able to obtain.

In June the sewage system pump chamber had to be cleaned and serviced and the septic tank emptied (just in time – it is now obvious that we will have to take care of this issue as we cannot rely on the Highland Council to perform a regular check on the septic tank.)

Several fluorescent tubes and starters have been replaced in the kitchen and the meeting room over the year.

Most of you will have noticed we have a new coir mat in the entrance foyer and the door bolt at the bottom of the entrance door has been sorted so the entrance is again secure.

After all this time, the useless taps on the hand wash basin in the kitchen have been replaced with easy to use lever operated taps. T

The gutters need to be cleaned out before the winter sets in . Any volunteers?
I have also prepared a tool to scrape the moss off the tiles on the Falls Wood side of the roof – got some of this job done earlier this year, it needs to be finished to water ingress under the tiles.

Errol Levings