

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

Present: Committee - Agnes Bell, Cherry Duncan, Clare Levings, Errol Levings, Phil Mansell, Pat Ungless.

Non Committee - Barbara Philip, Adam Philip, Val Ungless

1. Apologies

Hugh Watt, Trish Archibald, Kirsteen Mackenzie, Heather Smart, Alan Draper, Barbara Withers, Carol Hunter, Christine MacDonald.

Judy and Duncan Poore, Margaret Allen

2. Minutes of AGM 25th October 2009

Proposed by Pat and seconded by Cherry, the minutes were adopted as a true record and signed by the Chairman.

3. Actions arising from previous AGM

a) *Landscaping* - Improvements to the area north of the hall are now complete.

b) *Youth Club* - All equipment belonging to the defunct Youth Club has now been removed from the hall.

There were no other matters arising.

4. Chairperson's Report (Clare Levings)

Social Events this year include Hogmanay Dance, and the very successful Burns Night held in February.

Regular Ceilidh nights have been held each month since May with good attendance.

Lite Bites was again successful with funds raised in excess of last year.

Clare said that it was very pleasing that the Craft Club had now reformed and was attracting a good number of members.

Thanks were expressed to Trish and Kirsteen for organising the Cleaning Rota for the past 2 years and also to the volunteer cleaners.

Thanks to Barbara and Agnes for planting the flower tubs.

And thanks to the Committee, in particular the office bearers for their activities during the year.

Full Chairman's Report attached to these minutes.

5. Secretary's Report (Cherry Duncan)

Local Clubs (Bowls, Badminton, Scottish Country Dancing) continue to meet regularly.

Commercial lets, with catering where required, have continued through the year. Thanks to all the catering helpers.

Maggies Monster Bike and Hike this year required catering for 1000 participants, the highest number yet.

Full Secretary's report attached to these minutes.

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

6. Caretaker's Report (Errol Levings)

In addition to the regular inspections which are required to be carried out, various items of repair and maintenance have been necessary. These include replacement of damaged cooker burner skirts, repairs to the drain pump station and other items of small maintenance.

The new Dishwasher requires consumables to be monitored and Errol suggested that a Committee member might take responsibility for this and other cleaning consumables. To be raised at the next committee meeting.

Full Caretaker's report attached to these minutes.

7. Treasurer's Report (Patrick Ungless)

A surplus of income over expenditure of £7,352 for the year was reported. This is almost the same as the previous year.

Hall assets, excluding buildings and equipment, stood at £57,705 at the end of the financial year (31/8/10).

Maggies made a nett contribution to hall funds of £3,035 and Lite Bites £2,218.

Folding Screens were purchased during the year at a cost of £2,702 and a Dishwasher at £2,102.

Full Treasurer's report and extract from Financial Statements attached to these minutes.

8. Club Reports

- a) Badminton - Val Ungless reported that the club is just surviving with 4-6 regular players only.
- b) Bowls - Cherry Duncan reported that the club has 18 member and 12-14 regularly attend on Monday afternoons but evening attendance is lower. Competitions take place each season but there have been no external matches this year.
- c) Scottish Country Dancing - Cherry reported that there are 24 members with attendance around 16 each week. Sunday Ceilidh Dancing is well attended with 18 or so.
- d) Senior Citizens - Agnes Bell reported that the annual Dinner took place in February 2009 but that the music was not to everybody's taste. The Senior Citizens have benefitted from Community Company grants and have arranged outings during the year.
- e) Heritage Group - Adam Philip reported that a successful series of talks took place during the year but that it has not been possible to arrange any for this autumn.
- f) Craft Club - Cherry Duncan reported that this new club had been triggered by the Polymer Clay demonstrations in January this year followed by 3 courses which were well attended. The new Club was reformed in August and has received funds from the Community Company for equipment which is now stored in the Hall. There are 12 members plus casual attendees at the meetings which are held on Saturdays.

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

9. Election of Officers

The Chairperson, Booking Secretary and Treasurer stated their willingness to continue in office for a further year. In the absence of any other candidates no election was required.

Carol Hunter has resigned as Minute Secretary. Thanks were offered to Carol for her contribution. Barbara Philip was proposed by Clare to fill this position and seconded by Pat. Barbara was welcomed to the Committee.

Club reps on the Hall Committee are to be confirmed by the various clubs.

Clare will contact Committee members who have not attended meetings this year to confirm their intentions.

10. AOB

No items of other business were raised and the meeting closed at 8:40pm

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

Chairman's Report 2010

This is my first report as Chairman and I am pleased to say that the hall continues to be well used for various diverse purposes and by local user groups.

The year began with a very enjoyable Hogmanay followed in February with an entertaining Burn's night. A fixture since May has been the regular monthly Ceilidh nights put on by Phil and Patrick and it is very encouraging to see the re-emergence of the Craft Club in September since its closure in 2003. Lite Bites was once again successful but the Craft Fayre is now back with the Craft Club.

The Committee doesn't just sit back, attend meetings and do nothing; apart from addressing the general running of the hall it often looks at ways of improvements. This year has been no exception.

> This year has seen the installation of a commercial dishwasher which will certainly be of huge benefit to the larger functions.

> Also a new 'Happy Christmas and New Year' banner has been made which will be going up soon enough.

A few thank yous:

For the past couple of years the hall has been cleaned by a rota of Glen volunteers set up by Tricia and Kirsteen. They have decided to step down from organising this so I would like to thank them and the volunteers very much for all their efforts that have been very much appreciated. A Cleaner is now sought.

To Barbara and Agnes for once again planting up the tubs and hanging baskets ~ there was less to do this year as two tubs went missing?

Finally, I would like to take this opportunity to thank all the Committee for their support, encouragement and contribution during the past year. Everyone plays their part but Carol, Minute Secretary who regrettably is standing down; Cherry, Booking Secretary; Errol, Caretaker and Patrick, Treasurer all have added responsibilities so particular thanks to them.

At the end of the meeting there will be an opportunity to mingle and enjoy a glass of wine and cheese and biscuits.

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

SECRETARY'S REPORT

Local User Groups.

Bowls	Monday (afternoon and evening)	October -April
Badminton	Tuesday (Junior and Senior)	September - June
Scottish Country Dancing	Thursday	September - April
Heritage Group	On arranged dates	September - March
Craft Club	Fortnightly	September - June
Drumnadrochit Parish Church Service		First Sunday of each Month
Ceilidh Dancing	Third Sunday of each Month	October - April
Ceilidh Night	Monthly on a Saturday	

Commercial Hirers

Regular hirers during each three month period have been N.H.S. from Dingwall, Inverness, Kyle and Fort William; Highland Council from Inverness, Dingwall, Conan Bridge and Fort William; Forestry Commission and National Farmers Union. Occasional lets have been from Trees for Life, Wildfox Events (Maggies), Childminders, Scottish and Southern, Local Deer Group, Business Services, Dulas, Ceilidh Trail, W.R.I. and Highland Council for Elections. '

Lets from December 2009 to November 2010

Local User Groups 164

Free 48

Informal 1 (Bowls)

Private 13

Functions 6

Commercial 34

Apart from the local user groups other lets are down quite a bit. The increase of 18 in Local Groups is the reforming of the Craft Club. It officially reformed in August after a group had been meeting regularly since February. Ballroom Dancing did not start up again in September due to lack of numbers. Commercial lets are down by 18 probably due to the credit crunch. Highland Council and N.H.S. are still our main hirers using 20 of the 34 lets.

Annual Hall Fundraising

Lite Bites operated for 4 weeks with Clare, Mave, Jean and myself covering a week each. Thanks to all the helpers, bakers and soup makers. Maggies had 1000 participants this year.

I would like to thank all the people who have helped me with catering for lunches for Commercial lets. The dishwasher has certainly made a difference. We have also raised some income by hiring crockery to Cobbs for a wedding and chairs to the Estate for use after the Grouse shooting.

Other Events

A new venture this year has been our monthly ceilidh nights with music by Pat and Phil, which started in May. They have been well attended and attracted quite a few visitors during the summer months.

Dates for your Diary

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

Christmas Decoration of the Hall
Christmas Ceilidh Night Saturday
Carol Service with the Salvation Army
Childrens Christmas Party
Hogmanay Family Dance
Over Sixties Dinner

Saturday 11th December at 10am.
11th December doors open 7.45pm.
Wednesday 15th December at 7.30pm.
Friday 17th December
Friday 31st December at 8.00pm.
Saturday 15th January 2011

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

Caretakers Report

It has been a fairly busy year with some notable events.

Cooker burners. In April some of the skirts on the cooker burners were found to be badly damaged. The skirts were all replaced with new skirts and Matheson asked to explain what caused the damage. Matheson stated that they had not seen such damage before and could suggest that the high calorific value of propane gas (compared to methane gas normally mains) would account for the melting if the flame retreated behind the skirt, as often happens if a strong draught affects a ring burning on low. People using the cooker should be aware this can happen and it usually results in a strong gassy smell because the gas is not burning cleanly.

Correct action is to turn off the rings, ventilate the kitchen and let the rings cool for a few minutes before re-lighting the rings and checking that they are burning clean. A more fool-proof way to prevent this might be to fit a carbon monoxide detector near the cooker.

Septic Tank and Pump Station. At the end of May we had to call out Prime Pumps to service the pump station due to a level switch failure; the septic tank was emptied (de-sludged) at the same time as it was very full. This really confirms that the septic tank must be emptied at the beginning of every season.

Dishwasher. The kitchen now has a splendid new commercial dishwasher. Though given the one from the hotel, your committee decided that it would be much better to buy a new machine.

Thanks to Phil for most of the work to procure and install the machine and who also wrote up Operating Procedures. The Operating procedures are important -this machine cannot be treated like a domestic dishwasher, so I make a plea for all to follow the procedures with respect and look after the machine so that it should serve the hall very well. From my point of view as the Caretaker who is going to make sure the detergent and rinse chemicals do not run out? '

Annual Inspections The Fire Alarm panel and emergency lighting were inspected and serviced in April and October. The boiler and gas cooker were all and serviced in May, a few weeks early in 2009. The appropriate certificates were issued for the Record Manual. Fire extinguishers were also checked and signed off for another year, and log book signed off as appropriate.

Earlier this month (November) the Portable Appliances were again tested for electrical integrity awaiting the relevant certificate and report. No issues were raised by the OTEAC inspection technician. A point to note: the Craft Club have some new portable electric appliances - these are not tested but will need to be next year when I propose they are simply added to the inspection schedule for the Hall. If anyone brings portable electric appliances into the hall, it is important that they are either covered by the equipment warranty or if older, should have a PAT test to certify the for use.

Non-routine maintenance. Several fluorescent tubes and starters have been replaced in the kitchen and the meeting room over the year, and a leaking tap at the kitchen sink replaced.

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

Hand wash basin in kitchen - a comment has been made that the taps are taller than "official" requirements; please do not use these taps for anything but hand washing - they are not for filling unhygienic containers.

Outside. D Roberts electrical were called out in October to repair the outside lights. This is expected to be covered by the Highland Council.

Finally the gutters need to be cleaned out before the winter really sets in. Any c

Volunteers? I have also prepared a tool to scrape the moss off the tile on the Falls Wood side of the roof - got some of this job done last year and needs to be finished to prevent water ingress under the tiles.

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

Treasurer's Report

1. Operating Surplus

The Trading Profit and Loss for this year shows an operating surplus of £7,352 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 £7516, a decrease of £164.

2. Assets at 31st August 2010

At the end of the financial year the Hall's Current Assets stood at £57,705 comprising:-

Current Account	£11907
BOS 30 Day Account	£10591
Scottish Widows 12 mth A/C	£35000
Cash	£207
Total	£57705

3. Trading Profit and Loss

Overall income for the year was £20,471, a increase of £1345 over 2008/9.

Notes to the Profit and Loss Statement:

- a) **Entertainment Events increase of £1001** to previous year comprised of:
 - Craft Fayre 2009
 - Hogmanay
 - Burns Night
 - Quiz Nights
 - 5 informal Ceilidhs and 1 Open Floor
- b) **Catering Services increase of £817** to previous year. Derives from the lunches and refreshments provided through the year to NHS, Highland Council, Forestry etc., plus Maggies 2010 (generating this year £3,500).
- c) **Hall Hire (Commercial) decrease of £826** to previous year is the income from the hall hire element of Meetings, Maggies and the General Election.
- d) **Hall Hire (Community) decrease of £305** to previous year is the hall hire from regular groups plus private party hire to local residents.
- e) **Highland Council Contribution decrease of £3** to previous year is the income that offsets utility costs in respect of the public toilet usage for heating, water and electricity and drain maintenance.
- f) **Bank Interest decrease of £88** to previous year from BOS 30 day account Charity Bank bond (now matured) and Scottish Widows 12 month account.
- g) **Lite Bites increase of £439** to previous year this is the *gross* income.
- h) **Miscellaneous increase of £60** to previous year relates to crockery hire.

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

£312 Craft Fayre in November 2009

**Glenmoriston Millennium Hall Annual General Meeting
held Friday 26 November 2010**

£632 Hogmanay
£440 Burns Night
£38 Quiz Nights
£351 Open Floor and Ceilidh Nights
£3,035 from Maggies 2009
£2,218 from Lite Bites

4. Costs

Building operational usage for utilities (oil, electricity and water) are broadly in line with previous year. Cost of electricity is increased because of new tariff following the end of previous contract with Scottish Hydro. Variations are caused by timing of oil deliveries in relation to the financial year as cost is fully incurred at time of invoice.

Repairs and maintenance costs are down £1,113 and again include costs for work on the drain pumps and emptying of the septic tank.

5. Capital Items Purchased

Two significant purchases this year.

Folding Screens	£2702
Dishwasher	£2102

6. Charity Regulators Requirements

The regulatory regime required by OSCR remains unchanged. Accounts and Trustees Report required to be submitted by April 2011.

Accounts presented to AGM are subject to independent inspection before submission to OSCR. Debbie Billington has necessary paperwork and we are waiting for her response.

7. Treasurer's Comment on the Year

Surplus of income over expenditure has been achieved again, with corresponding increase to assets. The principle contributions to revenue continue to be Maggies, Lite Bites and Catering services for business meetings.

Approximate annual "running costs" for the Hall for utilities, insurance, cleaning and caretaker and repairs and maintenance is £6,000, after taking into account the contribution from the Highland Council.

Income from community hall hire this year was only £1,870. In the absence of other fundraising activities this would leave a deficit of over £4,000.