

Glenmoriston Millennium Hall

Minutes of Annual General Meeting 4th November 2015

Present - Committee Phil Mansell, Pat Ungless, Errol Levings, Betty Draper, Agnes Bell, Cherry Duncan, Carol Pritchard, Christine MacDonald, Jean Plater.

There were 8 members of the public in attendance.

Apologies from Hugh Watt, Elaine Minshull, Jon Smith, Debbie Cox and Rachel Hayes.

1. Welcome.

The Chairman welcomed everyone to the meeting.

2. Minutes of AGM held 24th October 2014

Proposed by Carol seconded by Cherry, and adopted as a true record of the meeting.

3. Matters Arising.

No matters arising from the 2014 AGM were raised.

4. Committee Reports.

Reports were made by the Chairman, Booking Secretary, Caretaker and Treasurer. These are included as Appendix A to these minutes.

5. Clubs and Groups Reports.

Reports were received by the following and appear as Appendix B to these minutes.

- Children's Committee
- Bowls Club
- Scottish Country Dancing
- Senior Citizens
- Craft Club
- Painting Club
- Ceilidh Nights

6. Matters arising from Club Reports

Some questions were raised presentation of reports.

Caretaker's Report - Mave Ersu, representing the Painting Club asked if the programming of the heating took account of the Painting Club weekly meeting as the heating had not been on at the last meeting. Apologies were offered and it was explained that this was a one off error caused by confusion with other bookings that had been cancelled.

Cherry Duncan asked how often PAT testing should be carried out as the Caretaker had noted that it was over 12 months since the last tests were carried out. Phil advised the meeting that there was no fixed interval recommended for PAT testing but that hall users should report any items where wear was noted.

Treasurer's Report - Carol added to her report and noted that the flowers in the tubs outside the Hall had been provided by the Community Company as part of a general provision for the village. This was not a formal application by the Hall for funds from the Community Company.

7. Election of Officers

The Chairman and Booking Secretary, offered to serve for a further 12 months. In the absence of any other candidates coming forward, Phil Mansell and Cherry Duncan were re-elected as Chairperson and Booking Secretary respectively. In the case of Booking Secretary, it was noted that the Committee had agreed that a reduced scope would be acceptable, in respect of additional duties currently carried out by Cherry.

Carol Pritchard (Treasurer) stood down and Patrick Ungless, offered to serve as Treasurer. As no other candidate was proposed he was elected as Treasurer. Bank Account signatories to be amended accordingly. Signatories confirmed to be Phil Mansell, Cherry Duncan and Patrick Ungless and it was agreed that any one of these should be authorised to operate the Bank Accounts.

Carol Pritchard offered to take over as Minute Secretary and was duly elected.

Graham Wood offered to join the Committee, proposed by Cherry Duncan and seconded by Clare Levings and was duly elected.

Errol Levings stood down as Caretaker prior to the meeting and has handed over to Jon Smith as agreed at previous Committee Meetings. The Chairman thanked Errol for his exceptional services over the past 15 years and presented a gift as a token of appreciation.

8. AOCB

Clare Levings asked if new hanging baskets for the entrance to the hall could be purchased and this was agreed.

A date was set for the next Committee Meeting of Tuesday 8th December 2015.

Appendix A

Chairman's Report

My second year as chairman is complete and I can report on another successful year overall, with the support from the management committee that I needed to make things work. The hall has been well used and you will have reports from the appropriate officers and representatives of individual groups on their spheres of interest.

Inevitably, this coming year there will be changes that I have been made aware of: for example, last year Cherry Duncan gave notice she would be standing down as Booking Secretary this year. However, she had kindly agreed to continue for one more session but without many of the additional functions she has undertaken in the past; thank you Cherry for that offer; consequently, we are looking for someone willing to take on that job so that a gradual handover can take place. Carol Pritchard has indicated that she wishes to stand down from the office of treasurer. Also Errol Levings, after many years of dedicated service to the hall as caretaker, has decided to call it a day; a big thank you must go to him for all the hours he has put in to ensure that hall was kept in working order, Jon Smith has agreed to take over from Errol and the transition has been on-going for a while now.

This calendar year was seen in with a successful Hogmanay evening and plans are afoot for a similar event this coming 31st December; what form it will take is, as yet, uncertain. Also Burns Night was enjoyed by all who attended, thanks again to the efforts (and no doubt, kindly bullying) of Adam Philip and friends. The monthly Ceilidhs continue; numbers dwindled in the summer for various legitimate reasons, but did recover a little in October as people returned from holidays - some exotic- and visitors to the area came to savour the delights. A small working group is looking into ways to revitalise the evenings.

Despite the uncertainty last year over the future of Lite Bites, it ran and was a great success again thanks to the anchoring by Clare Levings and Cherry. They were aided by a band of willing contributors who manned the shop and supplied the foodies and bric-a-brac. It ran for three days over each of four weeks and turned in a healthy sum again for the hall funds.

Thank you to the Management Committee for their support and not laughing too loudly at my in committee howlers. Special thanks to the office bearers for taking on the extra responsibilities.

Finally, to all those doing those other jobs that so often go un-noticed: Carol for arranging the plants in the tubs and baskets; Jon and Jaqui Smith for keeping the hall clean; kitchen staff at events involving refreshments; and all the other unsung heroes I've forgotten to mention and to whom I apologise, thank you.

Phil Mansell - Chairman

Appendix A

Booking Secretary's Report

GLENMORISTON MILLENNIUM HALL

A.G.M.

4TH NOVEMBER 2015.

SECRETARY'S REPORT

Local User Groups

Bowls	Monday (afternoon and evening)	October – April
Music Group	Wednesday (2 weekly)	Sept - May
Yoga	Thursday	Sept - June
Scottish Country Dancing	Thursday	Sept - April
Painting Club	Friday	Sept - June
Craft Club	Saturday 1 st and 3 rd of month	Sept - June
Ceilidh Nights	Saturday 2 nd of the month	
Ceilidh Dancing	Sunday Last of the month	Sept - April
Glenurquhart and Glenmoriston Parish Church	Sunday Service 1 st of the month	

Other Hirers

Regular hirers over the past year have been the Glenmoriston Deer Group, Ambulance, Forestry, Scottish Canals, N.H.S., Social Work, National Farmers Union and S.S.E.

Occasional lets were from, FAGGBI, Trees for Life, Highland Council for various courses, Elections and a Ward Meeting, Community Company for a drop in evening, Senior Citizens for a lunch, Surgeries with Margaret Davidson. Locals have hired the hall for Functions or small private parties or meetings The Great Glen Way and Forestry held their Annual Business Workshop in February. We hired out tables, chairs and crockery to Trees for life for their Annual Open Day.

Lets from September 2014 to August 2015

Weekly/Monthly Groups	136
Private (includes 1 Function)	80
Commercial	37
Informal (Bowls,Badminton)	8
Free	58

Appendix A

The Weekly/Monthly lets are down by 11 due to Zumba stopping, but a new Painting Club has started. Private lets are up by 61, 13 of these are Rokzkool and Gymnastics run by the Childrens Committee. Commercial are the same. The Free lets have gone down. Lite Bites and Ceilidh Nights are Free lets but they raise money for the Hall.

EVENTS

The Hogmanay Ceilidh and the Burns Night were both successful and enjoyable evenings. Lite Bites ran for 4 weeks in July/August and raised just under £1,800 which is a bit less than last year. Thanks to Clare for organising rotas etc. Our monthly ceilidhs are popular, numbers vary from month to month. Recently the numbers have dropped so we put flyers into houses in the village and I am starting a 4 week Beginners class for Ceilidh dancing starting Sunday 8th November from 2.30 – 3.30pm. Many thanks to all who have helped me during this past year it is very much appreciated and to Jon and Jacquie Smith for the hall cleaning.

Dates for your Diary

Saturday	7 th November	Craft Fayre 10am - 4.00pm.
Sunday	8 th November	Remembrance Service 11am.
Saturday	14 th November	Ceilidh Night 8pm.
Sunday	13 th December	Childrens' Christmas Party
Thursday	31 st December	Hogmanay Ceilidh
	January 2016	Senior Citizens Dinner

Appendix A

Glenmoriston Millennium Hall AGM

4 November 2015

Caretakers Report

It has been another busy year particularly due to the toilets, the septic tank and the pump chamber,

Hall Care. - The locks on the doors for the kitchen, both storerooms and the outside toilets door have been replaced as the old ones were becoming very temperamental to operate. The new locks maintain the master keyed locks for the hall, so no change are needed to keys.

Public Toilets - As reported last year, the toilets are being very heavily used by the public, particularly during the busy tourist season. To prevent the problems with blocked drains, the septic tank was de-sludged twice and it was anticipated that this year would be similar. Not been entirely plain sailing!

Underground spring water has been getting into the pump chamber for some time, and this last very wet winter was filling the chamber every 5 - 10 minutes resulting in the pumps having to run much more than normal and were failing frequently causing high levels in the drains. I had to close the toilets to the public over the New Year holiday period. The pumps were still the original pumps since installation in 1999 and had deteriorated significantly in the last year or so. Consequently new pumps had to be ordered and eventually installed in early April, including new floats to ensure the control system operates correctly (all of which the Highland Council have paid for.)

Despite the notices in the toilets about not putting rubbish down the toilets which has only been partially effective (some were removed for souvenirs?) there seems to be much fewer blue towels in the septic tank but we still have regular problems with cloth materials flushed from the Ladies Toilets. These sanitary items have blocked the pumps twice since April. First time Donny MacMillan and I were able to free the pumps, but by the end of July the Septic tank was overflowing much earlier than anticipated and caused the second blockage of the pumps with consequent high levels and having to close the toilets to the public in August. The septic tank was de-sludged and the pump chamber serviced again (also paid for by the Highland Council who are responsible for maintaining the public toilets.)

The issue of excessive underground spring water getting into the pump chamber is yet to be resolved by the Highland Council, though they have been made fully aware of the problem. This and the plan to replace towels with hand driers has not yet been achieved mostly due perhaps to financial conditions and budgeting by the Highland Council. I had planned to pursue the Highland Council about the hand driers but the drainage stuff has rather overtaken things.

Fire Risk Assessment. - MacGregor Fire carried out a risk assessment at the end of last year. The report recommendations seemed excessive and alternative quotes for the upgrade work now deemed necessary have been sought and we are currently waiting for a further report that is being obtained by Jon Smith. I have handed over this work due to Jon and the Committee as I no longer feel able to manage it.

Annual Inspections - The Fire Alarm Panel and emergency lights were inspected, tested and serviced in April and October by MacGregor Fire Protection Services. New batteries were fitted into the twin spot emergency lights in the main hall as the one had lost capacity due to old age (long overdue according to the rules but were working fine until recently.) The boiler was serviced in April, together with the gas cooker and system tested The appropriate certificates have been issued and are in the Test Record manual in the Electrical Closet. Fire extinguishers were also checked and signed off for another year. Portable Appliance Tests were completed November 2013

Appendix A

and the new guidance for renewing these have been issued which means we do not necessarily need to have these done annually. Instead, regular visual inspections and checks for damage will suffice for the meantime.

Non-routine maintenance - Several fluorescent tubes and starters have been replaced during the year. Heating oil prices have remained relatively low and so the tank was topped up in May and again in September through Oil Fast having joined the West Glenmoriston Venture Ltd Oil Group, New oil level gauge and transmitter were in February. The tank is currently about 90% full which should last us through the winter.

Finally, this is my last report as Caretaker. I have enjoyed my responsibilities as Caretaker since 1999 and now need to hand over to another. I will continue to be willing to help out if and when needed if I am available. Jon Smith has kindly agreed to take over the Caretaker duties. He and I have walked through the activities needed and will prepare some sort of handover "guide" as we go along.

Errol Levings

Appendix A

Treasurers Report

Glenmoriston Millennium Hall

Treasurer's Report – AGM 4 November 2015

A summary of the profit and loss accounts are available separately.

This year there is a profit of approximately £1,500 although this may increase when the accounts are audited as some expenditure was capital expenditure.

The following matters are worth highlighting:

- The income from letting the hall has increased, particularly to community groups.
- There is a slight increase in fees from commercial lettings. The prices did increase during the year.
- The cost of oil has reduced partly due to changing supplier and partly because of the market price.
- It may be worth revisiting the contract for telephone and broadband as we are now out of contract with BT and may be able to negotiate a more advantageous deal, particularly bearing in mind the low usage at the Hall.
- It may be possible to renegotiate the monthly sums paid for electricity as we have been in credit for most of the year.
- There has been a change in the status of the Santander account to a Treasurer's account and interest has been received monthly in the deposit account.
- Interest may have accrued on the Scottish Widows account but a statement has not been received.

The bank balances are still healthy as follows as at 31.8.15:

- Santander deposit account - £10,684.78
- Santander current account - £16,779.59
- Scottish Widows - £36,718.81
- Cash in hand - £890.74

Carol Pritchard

1 November 2015

Appendix A

Glenmoriston Millenium Hall					
Profit and Loss account for year 1 Sept 2014 to 31 Aug 2015				Prev Year- 13/14	Prev Year - 13/14
	Income	Expenditure		Income	Expenditure
Catering Services	£1,281.50	£361.32		£3,303.00	£705.93
Burns Supper	£1,506.00	£651.25		£1,333.70	£916.41
Hogmanay	£1,013.05	£792.62		£1,132.15	£936.04
Lite Bites	£2,200.61	£587.53		£2,373.85	£556.92
Social Events	£617.75			£699.16	£204.76
Hall hire - clubs and community	£2,036.00			£1,050.00	
Hall hire - commercial	£2,696.00			£2,454.50	
Hall hire - other	£150.00			£150.00	
Highland Council facilities	£2,320.09				
Cost of goods sold		£9.30			£59.75
Committee Expenses		£36.15			£105.19
Highland Council licences		£171.00			£20.00
Insurances		£950.56			£903.10
Miscellaneous admin costs		£152.69			£46.36
VAL membership					£15.00
postages		£44.76			£28.98
Telephone and broadband		£556.86			£676.25
Caretaker's honorarium		£500.00			£500.00
Cleaning		£728.00			£760.50
Miscellaneous building costs		£24.44			£228.52
Interest on Santander deposit account		£51.20			
Seats for Hall					£3,818.40
Painting, maintenance and repairs		£680.93			£650.00
MacGregor fire protection		£677.10			£249.26
Boiler service		£183.60			£210.90
Chairs with arms		£242.20			
Black boom mike		£50.00			
Carpets and fitting					£743.30
Fence round septic tank					£400.00
sewage treatment		£1,798.55			£1,669.15
electricity		£1,900.48			£1,091.72
oil		£917.70			£2,230.00
water		£258.16			£406.79
Subtotals	£13,821.00	£12,326.40		£12,496.36	£18,133.23
Profit/Loss for year			£1,494.60		-£5,636.87
Notes:					
Payments for insurance (in debit) and electricity (in credit) spread over year					
Scottish Canals owe £186 (have chased)					
Chairs & mike are capital expenditure					

Appendix B - Club Reports

Children's Committee

I am sorry but I will not be attending the AGM and meeting tonight.

I have been unwell and am now back at work but not feeling a hundred percent and have a lot of work to catch up on.

The brief summary of the Children's Committee for the year is that we had an 8 week course from Rokzcool earlier in the year and more recently a Gymnastics course which was very well attended. The children even managed to perform a brief routine for parents. It was lovely to see both boys and girls attend. Allanah the teacher was fantastic and I hope to get her back next year when she herself isn't competing.

We have also set the date for this years children's xmas party which is Sunday 13th December. We have a magician coming to perform and also make balloon models, glitter tattoos, and play games. We are hoping to have another meeting soon to discuss the party arrangements.

Rachel Hayes

Glenmoriston Indoor Bowling Club

Our Bowling Club, thanks for our loyal members remains strong after 15 years. We have around 25 members , spread over Monday afternoons (2:00pm to 4:00pm) and evenings (2:30pm - 9:30pm)

We would love to welcome more new members. Bowls can be provided and tuition given. We have a warm inviting set of members and friends.

The season runs from the beginning of October to the end of April and costs are reasonable.

I will be happy to share any other information after the meeting. Guests are also welcome to try for themselves for the first 2 weeks free of charge.

Thank you

Betty Draper

Scottish Country Dance Group 2015

The Scottish Country Dance Group continues to meet every Thursday from 7.30pm until 9.30pm.

We unfortunately lost our teacher Peggy Rose at the end of last season so at the moment are being ably guided with the help of Cherry Duncan , Clare Levings and Barbara Withers Our membership is 21 and we usually average about 12 people most weeks.

Occasionally we participate in Dance Rallies in the area and also hold our own dance rally in the month of April .

There is also Celidih Dancing tuition on the last Sunday of each month from 2pm – 4pm with Sheila Common

I think everybody would agree these are very enjoyable evenings and we would very much like to see new members coming along.

Jean Plater

Appendix B - Club Reports

Glenmoriston Senior Citizens

Over the past year the Committee provided a Christmas Dinner/Dance which would have been in January but owing to weather was cancelled twice and took place on 11th February, which was thoroughly enjoyed by all attending. Catering was by Cobbs and music by the Black Isle Ceilidh Band. We would like to thank the Hall Committee for providing the hall free of charge.

There have been 2 excursions this year; in April to watch the Dolphins and in September to the Spey Valley Heather Centre, both well subscribed. A shopping trip is arranged for 2nd December.

Christine MacDonald

Craft Club AGM Report 2015

We have had another very successful year, with good attendance at our twice monthly meetings.

Membership is a healthy, with 14 paid up members consisting of folk from Glenmoriston, Fort Augustus, Drumnadrochit and Glengarry.

We been on two club bus trips to the Hobby Crafts & Stitching exhibitions held at the SECC in Glasgow, stopping on the way back for Fish & Chips at the Real Food Café in Tyndrum.

We have held our Craft Fayre in August, which also included a silver clay demonstration and our November fayre is on this Saturday.

Both Fayres raise money for the club and the raffle money is donated to charity.

Our members enjoy coming to meetings, bringing along whatever craft they fancy and sometimes they come just for the chat!

There is always a friendly welcome to anyone wishing to come along to our meetings.

Debbie Cox.

Painting Group

The reason for forming the Group was to bring together people from around the area who are interested in creative painting.

We don't work with Art Teacher but a couple of people in the group are talented enough to give advice.

We have interest from Glenmoriston and Fort Augustus.

We hope to continue into the New Year.

Mave Ersu

Ceilidh Nights

These nights continue to be held on the second Saturday each month. The Committee continues to promote these regular events providing an opportunity for the wider community to meet. It is not necessary to dance to enjoy these evenings and more local attendance is always welcomed.

Phil Mansell