



Glenmoriston Millennium Hall Community Association

A charity registered in Scotland (SC051089) constituted as a Scottish Charitable Incorporated Organisation (SCIO)

SCIO BOARD OF TRUSTEES

MINUTES OF MEETING 19:30 TUESDAY 18th JANUARY 2022

AT THE GLENMORISTON MILLENNIUM HALL

PRESENT: Carol Pritchard (CP), Robert Ungless (RU), Debbie Cox (DC), Ann Marriner (AM), Graham Bullen (GB), Graham Wood (GW) (P/T)

APOLOGIES: Steven Gray (SG), Lesley Hill (LH), Catherine Thomson (CT)

AGENDA (See Attachment)

1. Apologies

Apologies received from Steven Gray, Lesley Hill and Catherine Thomson.

2. Caretakers Report

a. Fire Detection.

Tests were conducted on all detectors by Northern Alarms in December. Following these, a faulty detector was replaced in the Gents toilet. The incidence of alarms has dropped as a result.

As part of their visit, the condition of the fire detection control panel was assessed. A failure of one component was noted. Northern Alarms advised that this might well signify an imminent failure in other components, and that we should consider a full panel replacement.

The meeting discussed the merits of installing a new callout system (estimated cost £280, with an annual service fee of £180). The Board concluded that this should proceed, along with a review of the nominated persons for inclusion on the callout 'rota'

Action: Initial action was to instruct Northern Alarms to proceed with panel replacement **Post meeting note:** RU noted that the alarm panel was replaced in 2018 so action changed to querying with Northern Alarms whether the whole panel needs to be replaced (GW)

Action: Inform Northern alarms to proceed with installation and commissioning of new callout system (GW)

Action: Determine names to be forwarded as callout contacts (CP)

b. Heating

The programmable room stat controller has failed. The settings are now being managed manually. The replacement control has been ordered and will be fitted shortly.

c. Storage.

The issue of storage of items in the hall was discussed, with particular reference to the growing practice of storing items beneath the stage in the main hall . The cinema screen is already kept there, and the Christmas lights have been added. It was agreed that this solution is far from ideal, given the continuing need for the stage to be dismantled for events, and that alternatives would be suggested.

Action: Conduct a review of all items held in the hall, rationalising where possible, and report back on outcome (RU/DC/CP),

Action: Arrange for Christmas lights to be stored by Graham Bullen (CP)

d. Toilets and Septic Tank Pumps.

Graham Wood took the Board through the key points associated with problems associated with pump operation, piping condition (cracking) and water ingress/backflow into the septic tank and pump chamber. At present one of the two pumps has been inoperable for some time; the remaining pump is currently failing/failed, and overtopped with surplus 'water'.

A number of options and their associated cost/risk estimates were discussed at length. The timing and scope of the planned toilet upgrade were also considered, as were anticipated short term demands arising from (possibly growing) hall use over the next few months.

The Board decided to go ahead with an initial 'pump out' (which would take pressure from the system, and enable a baseline from which to assess system performance, combined with taking the opportunity to conduct a technical assessment the condition of the pump and related system.

Action: Arrange for a tank and pump chamber pump-out. (RU)

Action: Commission a technical review of the system (RU)

e. **Hand-Dryers.**

These remain turned off in support of Covid-19 guidance. Paper towels remain in use.

f. **Future Work List.**

In response to a request in 2021, Graham Wood presented a thorough summary list of potential repair works and projects he believes will require attention to maintain hall fabric and function.

While some of the items included were discussed, it was agreed to use the list as a key input to Board plans to formulate a prioritised and scheduled spending plan. NOTE: Line item relating to fire alarm notification system was addressed in Item 2a above.

Action: Ensure Works List is incorporated into the planning exercise to be developed under Agenda Item 12 below. (GB)

3. Alarms At The Hall

The Board confirmed that the discussion held as part of Agenda Item 2a covered this sufficiently.

4. Public Toilets Update

Robert presented a status summary of the project, in lieu of our meeting with the Toilet Subgroup on Tuesday 8th February.

- The percolation tests have been performed, and resulted in an action to increase the design size of the soakaway. Completion of the drawings for this will enable Building Warrant application to be submitted, and the commencement of the tender process.
- SEPA are processing system registration.
- Issues relating to post opening operations are under review, particularly as they relate to sources of project funding and future revenues/income.

Action: Generate Agenda for 8th February meeting (RU)

Action: provide contact details for D. McKinnon and J. Wyatt to Graham (CP)

Action: Issue agenda to all invitees (GB)

5. Hall Cleaning

It was reconfirmed that given the current low level of hall use, and the willingness of volunteers to keep the hall tidy, there was no immediate need to use the cleaner who has been identified to take on the role, but that our intent to do so as soon as activity levels pick up remains.

Action: maintain contact with Keith and Lisa Bowden (CP)

6. Approval of Previous Minutes and Open Action Review.

The minutes were reviewed and accepted by the Board.

Open Actions:

- GMH Website: given the likely software/hardware differences between the existing and planned websites, it was agreed that the current site would be maintained as current while Anne built and gained Board approval for the new site. The small cost of the new software will be met by the Board.

Action: Send minutes to Patrick, and ask him to maintain existing site until new site is published (CP)

Action: Ensure the current/correct version of the SCIO Constitution is displayed on the website (CP)

Action: Generate new site using preferred Microsoft software, and circulate link to Board members for review (AM)

Action: once new site is operational, arrange for ownership to pass to SCIO (RU)

7. Matters Arising from Previous Minutes

Christmas Lights: The hall and immediate grounds were trimmed up with real style in early December. Sincere thanks to those who offered their time to do this, and those who also came to take them down on twelfth night, and to Glenmoriston Estate for the donation of a splendid Christmas tree. The light display in the immediate grounds of the hall, with equipment provided by the Glenmoriston Improvement Group, was also much appreciated.

Christmas Party: This was cancelled due to Covid-19 concerns, but replaced by a chance for local children to be given presents by Santa. Many thanks to Lesley, Debbie, Linzie and Tiffany for ensuring that a nice event was still held.

8. Transition Update

Property Transfer: all required information is in the hands of the Board's solicitors. They are now able to formally write to Mr. Grant regarding his pre-emption.

Bank account and signatories: all information has been passed to RBS. The account is operational, but we await the addition of the two new signatories for access.

Bookings: the handover between Cherry and Debbie is complete. Ann is planning to include view-only access to a Hall Diary on the new GMH website.

9. Events and Bookings

Ann presented a list of proposed new hall events, proposed by Ann, Lesley and Debbie, to the Board. Most of them would be recurring events, and would be in addition to the current portfolio of regular hall meetings.

Some concern was expressed regarding the additional short-term pressure these events might place on the hall's toilet/pumping problems, in addition to the existing practices around weekly system flushing conducted to mitigate the risks of Legionnaires Disease.

It was also noted that those events involving children would require the hall to provide an adult who is features on the Child Protection Register.

Action: Continue to work up the proposed events, highlighting any further help (financial or other) needed from the Board (AM)

Action: Establish who will be proposed as the qualified supervising adult for relevant events (AM)

10. Communications & Membership

The Board welcomed the end of year note sent to members, and supported continuing efforts to increase membership. The gradual return of numbers into the hall as events emerge from current Covid-19 restrictions should help.

Carol expressed a wish for Ann to be able to post items on the SCIO Facebook account.

Action: Register Ann as an Admin on the SCIO Facebook account (DC)

Action: Create material for another member communication (CP/AM)

11. Treasurer's Report

Robert presented an Income and Expenditure Summary for the period 01 July 2021 to 18 January 2022.

The Board noted the net reduction of approximately £1650 in the SCIO bank balance over the period. This comprised an operating loss of approximately £450, and the fee paid to the architects charged to develop the proposal for the toilet changes. Robert explained that this latter cost will be reimbursed from within the funds allotted to the overall project later this year.

The Board voted to accept the report, and stated that the format used should be retained for future reports.

12. Our Vision and Policies

Graham led a brief discussion concerning how the Board would benefit from conducting a brief but important exercise to properly ensure that its future plans and activities directly support the stated objectives of the new SCIO, namely:

1. To maintain and manage Glenmoriston Millennium Hall in order to provide facilities for recreational, educational, cultural, leisure, artistic and physical purposes.
2. The advancement of community development, citizenship, heritage and environmental protection by supporting or undertaking projects and activities within the Glenmoriston Community.

3. Any other purpose that may reasonably be regarded as analogous to either of the preceding purposes.

The Board agreed that this should be completed as a matter of urgency, to enable the establishment of aligned short/medium/long term plans for the SCIO, and to act as the basis on which all future decisions regarding direction, activities and prioritisation will be performed. Ideally, the outputs from this exercise would be made available for detailed annual planning, and in a form that can be clearly communicated to all SCIO members.

Action: Schedule and hold a Visioning session for all Board members. (GB)

13. Any Other Business (AOB)

Outstanding Registrations of New Board Members.

The registrations of Steven Gray and Lesley Hill remain outstanding.

Action: Contact Steven and Lesley to expedite provision of photo id to our solicitors (CP)

Commercial Hall Hires.

The extent to which commercial hirers should be able to feel they have uninterrupted, exclusive use of the whole during their hire was discussed. The Board agreed it was reasonable to ensure that when a party has paid for the use of the hall, they should not be expected to tolerate interruption or disruption from any other use.

Action: Ensure that all future bookings support this as a general rule (DC)

Hall Access/Security

The Board discussed the current allocation and condition of hall keys.

Action: Review the future need for key holdership, ensure that all existing keys are fully functional, and cut replacement/new keys as needed (RU/DC)

Action Log

It was agreed that Board members should contact Graham to confirm the completion of any action items assigned to them, as a minimum, before the issue of the following Board Meeting agenda. This can be done item by item, or in batch.

This will enable a timely identification of the need for follow-up agenda items, and an efficient monthly Open Action Review.

Rates Relief Review

The Board has received notification from The Highland Council that it wishes to review the rating relief granted to the Hall.

Action: Discuss current position and requirements with Highland Council Non-Domestic Rates Team, and complete submission (GB)

14. Date and Time of Next Meeting

Given the additional meeting planned for the 8th February, and the anticipated meeting on SCIO Vision, it was agreed that the next Board Meeting will be held on Tuesday 1st March, 19:30



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AGENDA

Board Meeting to be held on

Tuesday 18th January at 7.30 pm

1. Apologies
2. Caretakers Report
3. Alarms at the Hall and process of response to them
4. Public Toilets update
5. Hall Cleaning - status
6. To approve the Minutes of the meeting on 30 November 2021, and open action review.
7. Matters arising from the minutes
 - a. Children's Christmas party (Lesley)
 - b. Other Christmas arrangements (Carol)
8. Transition update
 - a. Property transfer
 - b. Bank account and signatories
 - c. Bookings
9. Events and bookings
10. Communications and membership
11. Treasurer's Report
12. Our Vision and Policies
13. Any other business
14. Date and time of next meeting