



Glenmoriston Millennium Hall Community Association

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

SCIO BOARD OF TRUSTEES – INITIAL MEETING

MINUTES OF MEETING 19:30 TUESDAY 30TH NOVEMBER 2021

AT THE GLENMORISTON MILLENNIUM HALL

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

APOLOGIES: Steven Gray (SG)

AGENDA (See Attachment)

1. Welcome and Introductions

Nothing to report

2. Board Appointments

The following appointments were discussed, and confirmed as follows:

Chair – Carol Pritchard

Treasurer – Robert Ungless

Secretary – Graham Bullen

3. Other Role Appointments

The following appointments were discussed, and confirmed as follows:

Booking Secretary – Debbie Cox

Communications/Website Coordinator – Ann Marriner

Membership Secretary – Ann Marriner

Toilet Group – the current team will remain in place: Debbie Cox, Robert Ungless, Patrick Ungless, Clare Levings and Ian Thomson

4. Transition Update

a. Property Transfer.

The current approach, to establish John Grant's intentions regarding exercising or waiving his right to pre-emption, remains the agreed plan.

Action: Instruct Patrick Ungless to proceed with existing Plan (PU)

b. Hall Insurance & Public Liability (PL) Insurance

The revised Zurich Insurance policy will come into effect on 01 December 2021 as planned, and will run in parallel with the pre-SCIO policy until its expiry. PL is in place under each of the policies. No further action required at present.

c. Bank Account and Signatories

The new account is fully set up, with a small sum of monies (£1,000) retained in the old account in the event of any final payments required. Following discussion, it was agreed to add all three officers to the new account as signatories.

Action: Add Robert Ungless and Graham Bullen as signatories (CP)

d. Bookings

Cherry Duncan will continue to accept and record bookings for the hall until year end.

Action: Ensure knowledge of all bookings taken for events occurring from 01 January 2022 (DC)

Action: Conduct handover with Cherry of all bookings administration materials (DC)

Action: Provide all relevant public bookings details to Ann for potential advertising/marketing (DC)

e. Caretaker

Given the core importance of the hall and its maintenance, it was discussed and agreed that Graham Wood should be invited to attend the beginning of each SCIO Board Meeting, to enable the raising of any significant matters. Decision-making on routine operational matters will remain a caretaker responsibility, in line with current custom and practice.

Action: Communicate this decision to Graham (CP)

f. Membership Status. It was noted that as of 30 November 2021, there are currently 83 members of the SCIO.

Action: Share membership details with Ann (CP)

5. Public Toilets Update

Robert Ungless provided a summary of the current plans and issues associated with the project to upgrade and reopen the public toilets. The board appreciated the need for continuity in the group representing the hall, in dealings with all third parties (funding organisations, Highland Council, engineers and other contractors). On a related note, there is a suggestion that Ian Leaver might wish to address the new SCIO Board members, although the focus of such a conversation is as yet unclear. Immediate activities include the conduct of percolation tests and addressing apparent delays with seeking SEPA approval/registration.

Action: Write to Ian to inform him of the new Board of Trustee appointments (CP)

6. Keys to Hall

The current arrangements for key holders, was discussed. At present, the current distribution of keys is satisfactory, with the exception of reassigning the key held at Peachie-Ness to Elaine (weekly Yoga Classes).

Following brief discussion, there was no current need to introduce a combination lock cupboard to manage key access.

Action: Obtain key from Peachie-Ness and provide to Elaine. (CP)

7. Film Night

With 29 tickets sold, the decision was taken to go ahead with the Film Night on Saturday 4th December 2021.

8. Children's Christmas Party

The viability and nature of a Christmas party in the Hall for children was discussed. It was agreed to go ahead, and hold it on Sunday 19th December.

Action: Continue to pursue all aspects of setting this up, seeking assistance where necessary (LH)

Action: Finalise spend requirements for the event, and notify the Treasurer as needed (LH)

9. Ness News Article

The Board reviewed and agreed to provide information on all public, recurring events held at the Hall each month, and to provide the names of the new Trustees for inclusion in the next Ness News issue.

Action: Contact Ness News with agreed information **(DC)**

10. Christmas Tree and Decorations

Given the decision to target the 19th December for the party, and the Quiz Night on the 18th, the decorations would need to be installed by then.

In addition, concern was raised by Graham Wood regarding the electrical safety of the festive lighting, and issues around liability in the event of any 'incident'. The sourcing of the tree this year still needs to be decided.

Action: Ensure that the individual visiting the hall on 01 December 2021 is qualified to assess electrical safety, and approves the intended method for installing and running the lights. **(CP)**

Action: establish if the provider of the lights etc. is insured for liabilities arising from use of the lights **(CP)**

Action: based on outcome of two actions above, decide whether to permit the powering up of the lights (accounting for HSE, legal and liability insurance issues) **(CP)**

11. Any Other Business (AOB)

a. Intermittent Smoke Detector Alarm in Gents Toilets

Graham Wood reported that the smoke detector in the Gents has been going off without cause, often running for hours without action. Northern Alarms have been contracted to repair it, as a short-term fix, but this raises a wider question of how we manage future response to alarms in the building. The Trustees agreed that the situation should be reviewed, and added to a future Board Agenda.

Action: Include as an agenda item in January meeting **(GB)**

b. Glenmoriston Hall Website

The efficacy of the website as a means of promoting the Hall and its activities was discussed.

Action: Ask Patrick to share details of GMH website with Ann **(RU)**

c. Family Film Event

It was agreed to organise and publicise a matinee family film performance on Wednesday 28th December 2021.

Action: Organise the event (RU)

12. Date and Time of Next Meeting

Tuesday 18th January, 19:30



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AGENDA

Initial Board Meeting to be held on

Tuesday 30th November at 7.30 pm

1. Welcome and introductions
2. To appoint officers to the Board
 - a. Chair
 - b. Treasurer
 - c. Secretary
3. Other roles
 - a. Booking secretary
 - b. Communications/website?
 - c. Membership secretary?
 - d. Toilet group – currently Debbie and Robert are members
4. Transition update
 - a. Property transfer
 - b. Bank account and signatories
 - c. Bookings
 - d. Caretaker
5. Public toilets update
 - a. Meeting with Ian Leaver
6. Keys to hall
7. Film Night
8. Children's Christmas Party
9. Ness News article
10. Christmas tree and decorations
11. Any other business
12. Date and time of next meeting