

Minutes of Glenmoriston Hall Committee Meeting
Thursday 1st March, 2007

Present: Norman Hill, Pat Ungless, Cherry Duncan, Betty & Alan Draper, Pat Haynes ,
Heather Smart, Trish Archibald, Pat Tate.

1. **Apologies:** Rev. H. Watt, Clare & Errol Levings.

2. **Adoption of Minutes of Previous Meeting, 14.12.2006.**

Proposed Cherry Duncan, Seconded Pat Ungless.

3. **Matters arising:**

- i Norman not had time to update key list yet as had been away. Will do now he is back.
- ii With regard to the List of Trustees in the Constitution, Norman said he would take the document home to read, and Betty suggested we amend the list with the names of the new Chairman, Treasurer and Secretary.
- iii A working party of Committee members had cleaned and tidied the storeroom in January. Cherry reported that the small pool table which belonged to James Wilson has been donated to Fort Augustus Youth Club. Patrick mentioned that the basketball stands had been emptied and dismantled and some parts were now stored in the loft.

4. **Secretary's Report**

Since the last meeting there had been 3 informal lets, 3 NHS, 3 Ceilidh Dancing, 3 relaxation classes, (which had now been disbanded due to lack of support) 1 FAGBI Meeting, 2 Heritage talks, 1 Community Council function . Free lets - Over 60's Club, 1 Council meeting, 1 GLEN meeting, 1 Church Service, 1 Tai'chi session and 1 Heritage meeting. Margaret Davidson had a Surgery.

Cherry had received a thank you letter from Neil Farmer who had arranged the Kayak weekend. They hoped to hold another one this year on either 1st/2nd September, or 22nd/23rd September, preferably the first weekend as the other weekend clashed with the Glasgow holiday weekend. The Church Service is on 2nd September, but Betty said she would speak to the Minister to see if this could be changed. A letter had also been received from Gleann Albainn asking if they could borrow the staging. This had been borrowed and returned and they had sent a thank you letter enclosing a £25 donation for Hall funds. Cherry had filled in form for waste collection and sent off.

Action: Betty to speak to Minister.

5. **Treasurer's Report**

Report covered six month period from September to date. We now have a surplus of £942. 1800 litres of oil had been ordered in December. A sum of £24 had been given to David Tate to purchase materials to make two more stage panels. These were to be used in front row of staging as there were holes for PA system poles or lighting poles to be inserted in them. Thanks to David for making them.

6. Caretaker's Report.

In Errol's absence, Pat U reported there had been a problem with pumps last week. After servicing it was found they did not work and 3 float switches had to be replaced. Fluorescent tube in roof needs to be replaced.

7. GLEN Report

Pat U reported that the Scottish Opera evening had been successful. 93 paying public had attended. The publicity had been very good. A meeting had been held on 21st January to discuss events for this year. Cherry had joined the group, but no one else had come forward. They will approach Ness River Kings Jazz Group for an evening in May. Another St. Andrew's Night Celebration is planned and Sheila Peters has been booked to play, date to be confirmed. There will be a meeting in the Hall on March 25th, 2.30 p.m. to discuss another Fun Day. Cherry suggested approaching the Childrens' Committee to see if they would combine their event with this.

8. Health & Safety Policy

Pat U had prepared worksheets for Risk Assessment, but sub-group not had a meeting to discuss yet. The Committee would also have to do their own Fire Risk Assessment as Fire Department not doing this in the future. Norman offered to join Pat and Heather on the sub-group to help with this.

Action: Sub-group to meet on Thursday 8th March.

9. Cleaner

Wendy resigned as now living and working in Fort Augustus. Committee agreed to send out another flyer and put notice on board again. Pat Haynes offered to ask Viv if she would be interested.

Action: Pat U draft another flyer. Pat H to approach Viv.

10. Maggies

Taking place on Saturday 5th May. David Fox had asked if it was still £150 to hire the hall and £3 per head for food. Committee agreed. Numbers would be in the region of 600. Cherry was to send the invoice before event. John Morris, Risk Assessment Officer had contacted Cherry to ask for copy of Hall Public Liability Insurance Certificate and Fire Risk Assessment. As we have not done the fire risk assessment document yet, Cherry to inform him that work is in progress on one.

Action: Cherry to send John Morris copy of Insurance Certificate and inform him about The Fire Risk Assessment.

11. Screens

Cherry asked if it would be possible to purchase folding screens to partition off parts of hall when small groups meeting, or for setting out lunches quietly at back of hall whilst talks and lectures taking place. Pat H said she would look for information and prices on the Internet.

Action: Pat H to investigate on Internet.

12. Kitchen Equipment

The chopping boards are getting very old and discoloured. Committee agreed that Clare could buy new ones and an upright stand to store them in.

Action: Clare to buy.

13. Any Other Business

Betty had been asked by a member of the Bowls Club if he could erect a shelf on the wall over where the bowls carpets are stored to keep club equipment on. Committee agreed to this request.

14. Date of Next Meeting. Thursday 12th April, 7.30 p.m.