

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 1st September 2014

Present: Phil Mansell, Pat Ungless, Errol Levings, Betty Draper, Christine MacDonald, Agnes Bell, Cherry Duncan, Jean Plater, Debbie Cox.

Apologies from Hugh Watt, Carol Pritchard, Rachel Hayes.

1. Minutes of Meeting 5th May 2014

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

2. Actions Outstanding from Previous Meeting

1. **BT Billing** - Carol advised by email that this should be resolved but was waiting for confirmation when next monthly bill due. **(ACTION c/fwd Carol)**
2. **Scottish Widows Signatures** - Status not known in Carol's absence **(ACTION c/fwd Carol)**
3. **Hand Dryers in Public Toilets** - No response from Highland Council but Errol reported that he had spoken to TEC Services who thought that hand dryers would be a good idea but were unable to action installation. Errol proposed that we go ahead and install 5 dryers, 2 per toilet plus disabled, and bill Highland Council to recover the cost. Costs to be confirmed but likely to be between £100 and £400 per dryer depending on type plus electrical installation. Errol agreed to consider options and report back to next meeting. **(ACTION Errol)**
Cherry added that she had spoken to a Highland Council employee who had come to inspect the toilets and made them aware of problems caused by the use of paper towels.
4. **Car Park waste bins near recycling** - action requested by Community Council not known in the absence of Carol and Rachel. **c/fwd.**
5. **Accounts for year to 31/8/13**- Carol reported to the previous meeting that the books were not then in a state for accounts preparation but as this had to be completed by 31st May she would attend to the matter and speak to David Govan at VAL. Status not known in Carol's absence **(ACTION c/fwd Carol)**
6. **Highland Council Billing for Utilities** - At the last meeting Carol reported that HC had not been invoiced for its share of the utilities since July 2013. Status not known in Carol's absence **(ACTION c/fwd Carol)**
7. **Fence around Septic Tank area** - Completed.
8. **Meeting Room Carpet Tiles** - New tiles have been laid. Action Complete. Old tiles are awaiting collection.
9. **Seat Cushions** - Have been removed. Action complete.
10. **Billboard Posts** - New posts in place. Action complete.

11. Hot Water in Toilets - Problem resolved by Highland Council after Errol contacted again. Action Complete.

12. Decorating -Decorating work completed. Bill for work in Toilets awaited. 75% of this should be charged to Highland Council.

3. Thanks

The Chairman and Committee thanked those who helped with Lite Bites, in particular Cherry and Clare. An email had already been sent.

Also thanks are due to Barbara Withers who planted the containers in the area around the Hall. An email to Barbara to be sent with the Committee thanks. **(ACTION Pat)**

4. Fire Risk Assessment

Cherry reported that she had received a letter from the Election Office regarding Fire Safety procedures for Polling Places. A form was required to be completed with details of our evacuation notices and procedures as well as details of the alarm system and maintenance schedules. Cherry pointed out that this was already covered by the requirements of the Hall's Public Entertainment Licence but it seems that the Election Office is not cognisant of other departments. Cherry has completed the form.

As the Public Entertainment Licence is due for renewal this year, it was agreed that a review of the Risk Assessment, carried out some years ago by MacGregors, should be arranged. **(ACTION Errol).**

5. Treasurer's Report

No report was presented in Carol's absence.

6. Caretaker's Report

Routine items have been carried out as per schedule.

Septic Tank will be emptied at the end of the Tourist season. 75% of the cost to be charged to TEC Services.

7. Secretary's Report - Since 5th May -

Local lets - 3 Music Group, Craft Club, Craft Fayre.

Private lets - 6 SW Skye 15 Zumba, 6 Yoga, Scottish Ambulance, Margaret Davidson, Community Company, Deer Group.

Commercial lets - Blue Energy, NHS Dingwall, HC Voting, Kayaks,NFU, HC Adult Support.

Informal Lets - 2 Bowls

Free Lets 4 Ceilidh Nights, Craft Club AGM, Community Council, Danny Alexander, Lite Bites, 3 Kirk.

There have been 4 Ceilidh Nights since the last meeting . May and June were very well attended by visitors, July and August fewer but still a good number.

Trees for Life hired tables and chairs in May.

Pilates Class abandoned owing to lack of support.

Lite Bites ran for 4 weeks and raised £1836.10 of which £393.65 was from bric a brac.

Regular Clubs starting in September. Music Group every other Wednesday, Yoga and Scottish

Country Dancing on Thursdays, Craft Club 1st and 3rd Saturdays, Ceilidh Dancing last Sunday each month. Zumba weekly on Tuesdays has run through the summer. Bowls starts in October.

8. Hall Hire Rates.

This was flagged for discussion at the previous meeting following queries about discounts to regular users presently classed as commercial and paying the higher rate.

Hire rates were last revised in September 2006 and it was agreed that it would be timely to review this year. Some discussion took place regarding the question of reduced rates for Yoga and Zumba. The instructors of these both hire the hall themselves and charge participants for each attendance so that any surplus or loss goes to them. As such they have been charged commercial rates. A view was expressed that as these activities benefit the community, local rates should be charged to the organisers. There was also a viewpoint put forward that any concession should be passed on to participants.

After discussion it was agreed that the question of hire rates would be considered at the next meeting and that in order to provide some background it would be useful to compare with the rates charged by other local halls. Pat agreed to obtain these for the next meeting. **(ACTION Pat).**

9. AOB

Betty asked if the Lite Bites dates in July August were beneficial compared to earlier dates used in previous years. Cherry thought that this year's dates were probably better attended and that there had been no adverse effect on helpers availability.

Cherry proposed that the large table in the foyer should be removed and a small table substituted to make access to the bookcases and phone easier. Agreed.

A date for the AGM was agreed as 24th October. Short committee meeting before AGM to be confirmed.

10. Date of Next Meeting Wednesday 8th October at 7:30pm

Meeting closed at 8:31pm