

**GLENMORISTON MILLENNIUM HALL MANAGEMENT COMMITTEE  
MINUTES OF MEETING HELD ON THURSDAY, 10 JULY 2008**

**Present** : Trish Archibald, Agnes Bell, Alan Draper, Cherry Duncan, Norman Hill, Carol Hunter, Clare Levings, Errol Levings, Heather Smart

**1. Apologies**

Pat Ungless, [*David Gillies, Kirsteen Mackenzie, Hugh Watt, Barbara Withers*]

**2. Minutes of last Meeting held on Thursday, 22 May 2008**

Proposed by Cherry.  
Seconded by Clare.

**3. Actions Arising from Previous Meeting**

- |  |                           |
|--|---------------------------|
| a. <i>Fire Resistance Round Oil Tank</i> – No progress.  | <b>Errol</b>              |
| b. <i>Fire Damper for Kitchen Fan</i> – Has arrived and work on installation will be carried out shortly.  | <b>Errol</b>              |
| c. <i>Modification of Hirer's Information Sheet and Exit Tick List</i> – This has been done.   |                           |
| d. <i>Recycling Bins</i> – Norman (with FAIR hat on) has been in touch with Highland Council about acquiring extra bins – 1 to go by recycling bins, 1 to be chained to 'No Overnight Parking' sign and 1 to be placed at each bus stop. Alan pointed out that when the bus stop was moved the Council did say that bins would be provided for both bus stops. Norman to pursue with the Highland Council. Watch this space. | <b>Norman</b>             |
| e. <i>Landscaping Proposal by Willie</i> – Work to be carried out shortly. The shop was willing to continue with planting but it no longer had any funding.  | <b>Trish</b>              |
| f. <i>Inspection of Boilers</i> – This has been done.  | <b>Cherry/<br/>Norman</b> |
| g. <i>Future Maggie's Costings</i> – Trish has contacted Brake Bros. They can provide 54 x frozen 7" rolls for £21.  |                           |
| h. <i>'Council Voluntary Services'</i> – Not required.   |                           |
| i. <i>Open Day at Shooting Club</i> – Clare had tried to get in touch with David but to no avail. She will try again shortly.  | <b>Clare</b>              |

**4. Secretary's Report**

*Commercial Lets* – 10 x NHS, 1 x Highland Council and 1 x Great Glen Energy Co-op.

*Social Events* – 1 x Birthday Party, 1 x Wedding Reception and 1 x Casual Bowls.

*Free Lets* – 2 x Kirk and 2 x GLEN (Jazz Evening and Mull Theatre).

Lite Bites started this week – not very busy.

Future events include Forestry, The Poozies, ‘Dog Whisperer’, Surgery on 25 July – Danny Alexander, Ceilidh Trail Dance, Wedding Anniversary, Greg Weiss and we have 2 x NHS bookings for 2009.

5. **Treasurer’s Report**

YTD Financial Report (attached) was distributed by the Secretary in the Treasurer’s absence.

6. **Caretaker’s Report**

Covered in ‘*Actions from Previous Meeting*’ – all ongoing work in hand.

7. **GLEN Report**

Clare informed the Committee that an ad had been placed in the Courier for the forthcoming Poozies event on 22 July 2008. Price of tickets : £10 in advance and £12 on the door.

8. **Any Other Business**

Errol had heard that the telephone box was to be removed from the village because of lack of use. BT had placed a notice in the box to this effect. **Norman** said he would get in touch with BT to see whether or not this order could be revoked. It was understood by various members of the Committee that the phone was used more than most in the area. Some mobile users had no signal in the village hence their need for a public telephone.

On behalf of the Senior Citizens, Alan said they would like to help out at an extra week of Lite Bites – Wednesday, 20 August, Thursday, 21 August and Friday, 22 August. **Cherry** said she would check on feasibility and get back to Alan.

10. **Date of Next Meeting** - Thursday, 25 September at 1900.

**Glenmoriston Millennium Hall  
Financial Statement for FY 07/08 as at 10 July 2008**

note:	<u>Income</u>	<b>Prev Report</b>	<b>Y to Date</b>	<b>Change</b>	<b>Comment</b>	<b>Prev Year</b>
	<b>Grants</b>					
	Highland Council PAN Grant	£0	£0	£0		£0
	Scottish Arts Council	£0	£0	£0		£0
	<b>Total Grants</b>	£0	£0	£0		£0
	<b>Donations</b>					
	Hogmanay Donation	£150	£150	£0		£150
	Feis	£0	£0	£0		£25
	Total Donations	£150	£150	£0		£175
	<b>Highland Council</b>					
	HC Share of Utilities	£1,043	£1,160	£117	Boiler Service	£979
	<b>Total Highland Council</b>	£1,043	£1,160	£117		£979
	<b>Hall Hire</b>					
	Clubs & Community	£1,553	£1,795	£242	Clubs Apr-Jun	£1,972
	Commercial Organisations	£1,496	£1,879	£383	NHS GGEC HC	£2,085
	PA System Hire	£75	£75	£0		£50
	<b>Total Hall Hire</b>	£3,124	£3,749	£625		£4,107
	<b>Catering</b>					
	Catering Services	£4,270	£4,992	£722	NHS HC	£4,545
	Lite Bites (Nett)	£0	£0	£0		£80
	<b>Total Catering Services</b>	£4,270	£4,992	£722		£4,625
	<b>Functions &amp; Events</b>					
1	GLEN Events	£2,183	£2,992	£809	Note 1	£2,879
	<b>Total Functions &amp; Events</b>	£2,183	£2,992	£809		£2,879
	<b>Total Income</b>	<b>£10,770</b>	<b>£13,043</b>	<b>£2,273</b>		<b>£12,765</b>
	<b>Expenses</b>					
	<b>Utilities</b>					
	Gas & Oil	£1,427	£1,427	£0		£637
	Electricity	£918	£1,020	£102		£1,020
	Metered Water Supply	£493	£493	£0		£412
	<b>Total Utilities</b>	£2,838	£2,940	£102		£2,069
	<b>Admin Costs</b>					
2	Bank Charge	£0	£42	£42	Note 2	£0
	Subscriptions	£0	£25	£25	PAN Subscription	£25
	Insurance	£701	£701	£0		£661
	Miscellaneous	£0	£0	£0		£26
	HC Licenses	£0	£0	£0		£0
	<b>Total Admin Costs</b>	£701	£768	£67		£712
	<b>Building Costs</b>					
3	Cleaning	£216	£216	£0	Note 3	£149
	Repairs & Maintenance	£1,324	£1,557	£233	Boiler Service	£907
	Kitchen Consumables	£0	£0	£0		£38
	Caretaker's Honorarium	£0	£0	£0		£0
	<b>Total Building Costs</b>	£1,540	£1,773	£233		£1,094
	<b>Events &amp; Fundraising Costs</b>					
4	GLEN Event Costs	£1,068	£1,717	£649	Note 4	£2,225
	<b>Total Events &amp; Fundraising Costs</b>	£1,068	£1,717	£649		£2,225
	<b>Catering Costs</b>					
5	Catering	£371	£516	£145	Food Stock	£494
	Maggies	£723	£768	£45	Note 5	£587
	<b>Total Catering Costs</b>	£1,094	£1,284	£190		£1,081
	<b>Total Expenses</b>	<b>£7,241</b>	<b>£8,482</b>	<b>£1,241</b>		<b>£7,181</b>
	<b>Interest Income</b>	£1,455	£1,455	£0		£1,079
	<b>Operating Surplus/Deficit</b>	<b>£4,984</b>	<b>£6,016</b>	<b>£1,032</b>		<b>£6,663</b>
	<b>Cash Flow</b>					
	Funds as at		<b>22/5/08</b>	<b>10/7/08</b>		
	Current Account		£1,211	£1,171		
	30 day Account		£39,411	£39,411		
	Cash		£26	£19		
	<b>Total</b>		<b>£40,648</b>	<b>£40,601</b>		

Notes

- 1 GLEN income
 

Jazz Tickets	£256
Jazz Bar Sales	£141
Swindle & Death Tickets	£360
Swindle & Death Bar Sales	£53
- 2 Cash Withdrawal charge and Bank Error
- 3 Last Cleaning Bill to January 08
- 4 GLEN receipts less costs is shown here as £1275 surplus. £700 due to Mull Theatre is not included, reducing the surplus to £575. This is after nett loss for Jazz Night and Swindle and Death of about £400. Surplus derives from profit made at St Andrews Night and Craft Fayre.
- 5 This is the final cost of Maggies