

Glenmoriston Millennium Hall Management Committee
Minutes of Meeting held on Thursday, 10 March 2011

Present: Agnes Bell, Cherry Duncan, Clare Levings, Errol Levings, Phil Mansell, Christine MacDonald, Barbara Philip, Barbara Withers, Pat Ungless
Heather Smart

1. **Apologies**

Hugh Watt,

2. **Minutes of Meeting 25 January, 2011**

Proposed by Agnes Bell and seconded by Christine MacDonald. The minutes were adopted as a true record and signed by the Chairman.

3. **Actions arising from previous meeting**

1. **Outside Lights** - *Errol said the lights had been checked and are o.k.*
2. **Hall Cleaning** - Cherry still to speak to Jean Curley regarding cleaning materials list. Cherry said she spoke with Wendy Bullen the new cleaner who said that she would need more floor cleaner for the Hall before beginning of April. Patrick said that someone needs to be responsible for ordering materials and Errol agreed to take on this role. Cherry said that she would ask Wendy to let her know in advance when she is running low on cleaning materials. **Action: Cherry**

Patrick said the Children's Committee has still to put forward a bill for cleaning from September 2010.

3. **Additional Hall Lighting** - Patrick told the Committee that the lighting had mostly been completed except for a further two which will be fitted when they have been delivered.
4. **Stage Backdrop** - Clare said that she submitted the application form to the Community Company for a grant for the stage backdrapes and four additional tables. Two members from the Community Company met with her at the Hall to discuss the application. They told Clare the Community Company meet again at the end of March to make a decision and that we should hear the outcome soon after that. **Action: Clare**
5. **Community Council/SSE Funding for Environmental Projects** - Re: Funding for replacing the Boiler. Errol met Mr. Steven Watson of Community Energy Scotland at the Hall to discuss this type of funding. While Errol showed Mr Watson around the hall, he remarked that he was very impressed with the Hall. During the meeting, Mr Watson suggested more insulation could be put above the toilet roof and energy could be saved by fitting the toilet lights with a PIR detector. Errol said that he is awaiting a Report from Mr. Watson on his conclusions of what the hall can do and how

to obtain it. Errol asked Patrick if he would give him details of oil and electricity used over last two years.

6. **Loose Floor Tiles in the Men's & Women's Toilets** Errol spoke to the Clerk of Works at Highland Council who told him that due to a shortage of funds they were unable to upgrade the toilet floor and taps. However, if the tiles were to break through and get worse, Highland Council will carry out repairs. Patrick asked Errol if Highland Council would contribute towards the cost of upgrade. Errol said he will not approach Highland Council for this until he receives the report and obtains costs for any recommendations.
Action: Errol

7. **Phil requested a key for P.A. Cupboard** - Phil now has a key.

8. **Bookcase in Hall Foyer** - Clare said that she has not got a bookcase yet. The Committee Members agreed that a bookcase in the foyer for people to borrow books and possibly make a donation in an honesty box, a good idea. Clare said most of the books she has were leftover from Lite Bites and will look at bookcases after Lite Bites this year.

9. **Burns Night** - It was agreed by all that this was a great success and everyone enjoyed it.

10. **Refuse Collection** - Cherry said she had received a letter (which she read out to the Committee) and a form from Highland Council that required filling in in respect of the regular bin collection. There are to be some changes with the possibility of a commercial recycle service being introduced but that more details will be announced in November. Cherry said if Highland Council introduce recycling bins someone other than herself should be responsible for the bin being put out for collection each month. In the meantime our agreement for bin collection has been extended until January 2012.

4, **Secretary's Report**

<u>Commercial Lets</u>	-	British Waterways, NHS x1, H.C. x1, NFU, .
.		Great Glen Way and Ridge Wind.
<u>Private Lets</u>	-	SC Dance Party, Whist
<u>Local Let-</u>		Quiz Night x 6, Ceilidh Dancing, Bowling
		Competitions
<u>Informal Lets</u>	-	Bowls x 2
<u>Free Lets</u>	-	Kirk x 2, Burns Night Meeting, Burns Night, Hall
		Committee

Cherry said that only three of the Commercial Lets mentioned above had been completed. The other two, NFU and H.C will be on 11th March. British Waterways, a new hirer taken on by Clare were so impressed that they have made another booking for later this month. The Great Glen Way event was successful. The next major event is Maggies. Cherry proposed that a meeting be held by the Maggies Committee (Herself, Jean Curley and Betty Draper) to discuss catering. A request for Helpers and Bakers will be put up in the Hall at the beginning of April.

5. **Treasurer's Report**

Patrick handed out copies of the Financial Statement to Committee Members, and went through the report with them. Income was down by £1353.00 on previous year to end March 2010. Burns Supper 2011 generated an income of £228.00. At the end of the evening, the bar stock unused was £117.00.

The Financial Statement for FY 10/11/11 as at 10th March 2011 is attached on a separate sheet.

6. **Caretaker's Report**

Errol said that normal routine maintenance was being carried out: The mixture valve for the hand wash basin in the kitchen is being replaced. A new valve has been purchased and will be plumbed in by Errol.

7. **A.O.B.**

- 1 Patrick received a Mandatory Rebate Relief form from Highland Council. One of the questions asked was if we had an Equals Opportunity Policy?
- 2 Patrick said he had received an offer from Q-Build stage systems to come and give a free inspection of the stage equipment we have before the end of March. Errol said we should take this up. **Action: Patrick**
- 3 Christine had a complaint from the Senior Citizens who were not happy that their coats which had been hung on the chair racks, had been thrown onto the floor at the end of the evening. Agnes suggested a solution to this would be that whoever is helping at the end of the evening, and seeing any coats on the rack, should take them into the Committee room for the owners to collect from there.
3. Clare wanted to know what progress had been made for a Bowls & a Craft Rep. Clare and Cherry to liaise.
4. Clare commented that the Green Doors to the Committee Room and Store Rooms were in need of repainting. It was suggested that maybe a baffle strip of some kind would be a good idea. **Action: Errol**

Date of Next Meeting

Tuesday, 19th April 2011 at 7.00 P.M.

Meeting ended at 8.00 p.m.

Glenmoriston Millennium Hall
Financial Statement for FY 10/11 as at 10th March 2011

	Prev Report 25/1/11	Year to Date (Mar 11)	Since Previous Meeting	Previous Year to end Mar 10	This year - Last Year to Date
note: Income					
Grants					
Highland Council PAN Grant	£0	£0	£0	£0	£0
Scottish Arts Council	£0	£0	£0	£0	£0
Total Grants	£0	£0	£0	£0	£0
Donations					
Falck Renewables	£0	£0	£0	£250	(£250)
Feis	£0	£0	£0	£0	£0
Total Donations	£0	£0	£0	£250	(£250)
Highland Council					
HC Share of Utilities	£790	£790	£0	£907	(£117)
Total Highland Council	£790	£790	£0	£907	(£117)
Hall Hire					
1 Clubs & Community	£803	£899	£96	£695	£204
Commercial Organisations	£513	£770	£257	£1,171	(£401)
2 Equipment Hire	£25	£130	£105	£0	£130
Total Hall Hire	£1,341	£1,799	£458	£1,866	(£67)
Catering					
3 Catering Services	£880	£1,412	£532	£2,330	(£918)
Maggies 2010	£0	£0	£0	£0	£0
Lite Bites	£0	£0	£0	£0	£0
Total Catering Services	£880	£1,412	£532	£2,330	(£918)
Functions & Events					
4 Social Events	£377	£482	£105	£1,719	(£1,237)
Hogmanay	£1,479	£1,479	£0	£1,394	£85
5 Burns Supper 2011	£0	£1,151	£1,151	£3,113	(£1)
Total Functions & Events	£1,856	£3,112	£105	£3,113	£0
Total Income	£4,867	£7,113	£1,095	£8,466	(£1,353)
Expenses					
Utilities					
Gas & Oil	£953	£953	£0	£945	£8
Electricity	£809	£809	£0	£680	£129
Metered Water Supply	£275	£275	£0	£303	(£28)
Total Utilities	£2,037	£2,037	£0	£1,928	£109
Admin Costs					
Bank Charge	£0	£0	£0	£0	£0
Subscriptions	£0	£0	£0	£25	(£25)
Insurance	£0	£0	£0	£0	£0
Miscellaneous	£0	£0	£0	£1	(£1)
HC Licenses	£0	£0	£0	£0	£0
Total Admin Costs	£0	£0	£0	£26	(£26)
Building Costs					
6 Cleaning	£0	£72	£72	£0	£72
7 Repairs & Maintenance	£345	£442	£97	£200	£242
Lanscaping Project	£0	£0	£0	£0	£0
Kitchen Consumables	£37	£37	£0	£8	£29
Caretaker's Honorarium	£0	£0	£0	£0	£0
Total Building Costs	£382	£551	£169	£208	£343
Events & Fundraising Costs					
Social Events	£27	£27	£0	£833	(£806)
Hogmanay	£1,033	£1,033	£0	£970	£63
8 Burns Supper 2011	£0	£923	£923	£1,803	£180
Total Events & Fundraising Costs	£1,060	£1,983	£0	£1,803	£180
Catering Costs					
Catering	£177	£283	£106	£437	(£154)
Maggies	£0	£0	£0	£0	£0
Total Catering Costs	£177	£283	£106	£437	(£154)
Total Expenses	£3,656	£4,854	£275	£4,402	£452
Interest Income	£0	£0	£0	£5	(£5)
Operating Surplus/Deficit	£1,211	£2,259	£1,048	£4,069	(£1,810)
Cash Flow/Funds					
Funds as at					
Current Account		10/3/11	25/1/11	Capital Expenditure	
30 day Account		£9,344	£7,986	Additional Stage Lights	£238
Scottish Widows 12 mth Dep		£10,597	£10,597		
Cash		£35,000	£35,000		
Total		£55,148	£53,859		

Notes

- 1 SCD Party Informal lets
- 2 Chairs for Estate
- 3 Waterways NHS GGW Rangers
- 4 Ceilidh Night Quiz Nights
- 5 Tickets Raffle Bar
- 6 to 9th Feb
- 7 Bulbs for track spots sundry wiring
- 8 Cost of food, bar stock, band, piper. Includes £117 bar stock unused.