

# Glenmoriston Millennium Hall Management Committee

## Minutes of Meeting 10th March 2015

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

**Apologies** from Hugh Watt, Rachel Hayes, Errol Levings.

### 1. Minutes of Meeting 30th January 2015

Proposed by Jean seconded by Carol.

### 2. Actions Outstanding from Previous Meeting

1. **Scottish Widows Signatures** - Change of signature forms have been completed and sent off.
2. **Hand Dryers in Public Toilets** - To be actioned further when time is available. **(ACTION c/fwd Errol)**
3. **Accounts and OSCR Return for year to 31/8/13** - Paperwork has still not been sent to VAL for accounts preparation as required for the OSCR return that was due by May 2014. Carol reported that she has spoken to OSCR in order to clarify the requirements and intends to forward books to VAL for preparation of Accounts and OSCR returns for 2013 and 2014 by the end of March **(ACTION c/fwd Carol)**
4. **Highland Council Billing for Utilities** -Billing to Highland Council for utilities in respect of Public Toilets for the period since August 2013 is still to be actioned. Carol intends to do this over the coming weekend. **(ACTION c/fwd Carol)**
5. **Drainage System** - This is covered in the Caretaker's Report below.

### 3. Secretary's Report - Since 2nd February 2015: -

Local lets -Tiffany Holt and Kenneth Knott.

Private lets - 7 Yoga, Deer Group,Ambulance, 4 Rokzkool, Margaret Davidson.

Commercial lets - 3 SW Skye, HC (Lynda Dodd), NFU, Scottish Canals.

Free Lets -Kirk, 2 Ceilidh Nights, Danny Alexander, Senior Citizens Dinner, Community Council.

Zumba did not restart in February owing to Patricia Cheesman's ill health, hopefully to restart at a later date.

Senior Citizens Dinner was an enjoyable evening.

Burns Supper was very well attended. We sold all 80 tickets and the piper played as people arrived. The evening would not have been a success if it had not been for all the help in food preparation, setting up and during the evening. Thanks to all who helped. A lot of people commented how much they enjoyed the evening.

**4. Treasurer's Report** - Burns supper ticket sales and raffle amounted to £995, with costs for band, piper and food stock at £651. Bar profit was £376.

There was some discussion over the reduction of ticket price to £10 from £12.50 as in previous years after the decision to have no starter with the meal. It was felt that this move had reduced the profit as the cost of the starter would have been less than £2.50 per head. The cost of free drinks for the toasts are estimated at about £1 per head.

Phil again thanked all those who had helped with the planning and on the night.

Bank Current Account stands at £12,221. There is an outstanding bill for oil of £910.

Notification of the insurance renewal has been received; the annual premium is £950 which will be paid by direct debits. Carol reported that she had looked at the cover provided and thought it continued to meet our needs.

Carol has received a suggestion from Clare that the Hall Committee should sponsor a fundraising Fun Day over the weekend usually taken by Maggies. After some discussion it was agreed that this idea should be followed up and dates of either the Sunday 3rd May or Monday 4th could be possible. The Kirk is scheduled for 3rd but Betty thought that this could be changed if necessary. An organising group would need to be formed. Plans for such a day to be tabled at the next Hall Committee Meeting.

**5. Caretaker's Report** - In his absence, Errol had sent a report of progress on the various issues in progress regarding building maintenance. Pat summarised this for the meeting and the full report follows:-

1. Hand Driers - no progress to date.
2. Septic tank drainage - see below.

**1 Toilets:** - Pumps have more or less behaved themselves this last while despite the heavy rains. Replacement pumps are still to be delivered to ERIKS. They have had problems with Italian supplier twice sending pumps with the incorrect attachments to fit our pump chamber installation. Have spoken to ERIKS this a.m. and still waiting for correct pumps. Following meeting with Margaret Davidson, I now have the name of a senior manager at Highland Council rather than just maintenance officers (who seem to keep changing) to follow up the civil works that will need to be done to repair the pump chamber leaks. This is still a work in progress. The sanitary bins have been replaced in the ladies and "disabled" toilets.

During discussion with Margaret Davidson about the toilets and car park at her surgery on Saturday, she indicated that the Highland Council were planning to divest themselves of all toilets to the local communities, and would pay only £1400 per annum for their upkeep for the public. This is an unbelievably stupid position to deprive the public of suitable facilities and the consequences will be less than pleasant. I will take this up with the Inverness and Loch Ness Tourism BID for some political pressure to try and prevent this backward step.

**2. Oil Tank:** - Filled on 18 Feb with 2300 litres kerosene at 38p/litre - best price for some time. Invoice from OilFast will go direct to Carol. The original oil tank level gauge has stopped working, so have replaced this.

Despite my attempts to prevent ingress of water into the oil tank bund, this was again half

full of water which I have syphoned off. My recommendation is to build a suitable an enclosure round the tank which will serve two purposes - prevent water ingress and protect the tank from possible arson attack and thus significantly reduce the fire risk to the hall from this installation.

**3 Routine Maintenance:** - I have been checking the emergency lights, fire alarm and extinguishers as usual on an approximately weekly basis but unable to log this activity as I have been unable to obtain another simple log book - MacGregors can no longer obtain same and have sent me instead the new electronic version which is 172 pages long and full of irrelevant stuff. I have yet to extract the relevant bits to maintain hard copy records of the routine inspections.

**5) Burns Night:** - Have passed the monies and accounts to Carol. After approx 92 free drinks for The Toast and donations to the raffle, we made a bar "profit" of £376.89. This is after selling off surplus stock - of which there is still approx £173 in the secure cupboard and which is available for purchase if anyone wants to help the accounts. All basically at cost price per the list with Carol.

## 6. AOB

On behalf of the Senior Citizens, Christine thanked the Committee for use of the Hall for the Senior Citizens Dinner.

Cherry reported that the Refuse Collection Forms had been completed.

Cherry raised her concerns that the previous Friday Rokzkool session had not been attended by anyone from the Children's Committee, leaving the tutors having to take session money from some participants who have not paid for all the sessions in advance. She also pointed out that she had opened the hall for set up at 4:00pm, returning to close up at 10:00pm but that after time to clear all the equipment from the Hall meant that she could not leave until after 10:30pm.

After some discussion it was agreed that it would be preferable that someone from the Children's Committee is present at these sessions to look after the Rokzkool people, monitor attendance and also be responsible for opening and closing the Hall. It was agreed that Debbie should keep a Hall key and that it should be collected from her house and returned by the tutors when they leave. Carol said she would let Rachel know what had been decided.

Cherry reminded the meeting that she intended to step down as Booking Secretary in November and that a replacement needed to be found. Phil asked Cherry to produce a summary of what is involved in the role. **(Action Cherry)**

Phil said that he had received some feedback that a few chairs with arms would improve comfort for those with mobility problems who attend events in the Hall. He proposed to purchase 4 such chairs at around £60-£70 each and this was agreed. **(Action Phil)**

## 7. Date of Next Meeting Tuesday 21st April at 7:30pm.