

**MINUTES OF GLENMORISTON MILLENNIUM HALL COMMITTEE MEETING**

**THURSDAY 12<sup>TH</sup> APRIL, 2007**

**Present:** Norman Hill, Pat Ungless, Cherry Duncan, Alan Draper, Betty Draper, Heather Smart, Clare Levings, Errol Levings, Trish Archibald, Pat Tate.

1. **Apologies:** Pat Haynes, Rev. H. Watt.

2. **Adoption of Minutes of previous meeting.**

There was an error in the Treasurer's Report. Surplus for year to date should have been £3064. Proposed Alan Draper, Seconded Heather Smart.

3. **Matters arising:**

- i. Norman prepared a new Committee and Key list. To be discussed in item 12.
- ii. Kitchen equipment - Val bought new chopping boards.
- iii. Screens. Pat Haynes had obtained information and prices. Cherry had tried using table tennis tables as screens and they had worked quite well and will do for the present.
- iv. Shelf had been erected in east storeroom for bowls equipment. Small amount of damage to wall to be dealt with.

4. **Secretary's Report.**

Since last meeting there had been the following lets:- 7 NHS, 1 HSCHT, 5 private lets, 2 Scottish Dancing Functions. Free lets:- 2 Church, Free Trade Coffee afternoon, 1 Heritage Group, 2 Health & Safety Meetings, 1 Vikings/Heritage Group Meeting, 1 Community Council Meeting, 1 funeral, 4 informal bowls. Margaret Davidson had held a Surgery.

5. **Treasurer's Report.**

Insurance cost of £661 not included in expenses, nor £500 estimated cost of food for Maggies. As there are no large maintenance requirements at the moment the funds are in a healthy position, with a surplus for year to date of £6000 +. £2000 has been transferred into the 30 day account.

6. **Caretaker's Report.**

Tests on boiler and gas due in May. McGregors had checked the fire extinguishers and fire blanket on 3<sup>rd</sup> April. Electrical tests due in November. A fluorescent tube is out in the main hall ceiling. Agreed to leave until just before autumn, when more will need replacing, before hiring scaffolding.

7. **GLEN Report.**

A successful meeting had been held in March. There would possibly be a Jazz evening in June. It had been agreed to hold another Family Fun Day in conjunction with the Childrens' Committee on Sunday 16<sup>th</sup> September. There would be the usual sideshows and a Fancy Dress Competition and would continue into the evening with music and a disco for the children until 10 p.m. Craft Fayre 10<sup>th</sup> November, and St. Andrew's night celebrations on 23<sup>rd</sup> November, music by Hurly Burly.

8. **Health and Safety Policy.**

Pat U, Heather and Norman had produced risk assessment sheets for the three areas of the Hall, main hall, kitchen, storerooms and entrance. 39 hazards had been identified and assessed. A discussion then took place on the proposed actions and the following were agreed:

**Kitchen:** A kitchen safety sheet to be created to compliment the existing Exit checklist. A signature will be required from Club Representatives and other Hirers of Hall that they are aware of and have read the KSS. Existing checklist to be reviewed and modified if necessary. A notice to be placed near the Hot Water Urns bringing attention to safe working practice. Hazardous cleaning items to be kept with Cleaner's materials in store cupboard. Heather agreed formal responsibility for first aid box. Contents to be reviewed and maintained. It was agreed to buy a second box to be kept in the foyer for hirers who did not have access to the kitchen.

**Store Rooms:** Notices advising that items must not be stored on shelves that are not stable. Notice near stepladder to state it should not be used by anyone alone in the Hall. Safety factor of storing hall documents in electrical cupboard was discussed. Clare suggested going through the archives to see if any old paperwork could be dispensed with. Old documents which needed to be kept could be boxed and put in loft. It was agreed to look into obtaining a filing cabinet in which to house current paperwork and to site it in the west storeroom rather than in the meeting room, as a church service is held in there once a month. Heather will enquire if there are any surplus cabinets at Council.

**Main Hall:** Alan Smart to be asked to round off radiator shelves and modify hinges on kitchen hatch. Hatched area near back exit, leave as it is at present, but keep an eye on it to see if tape needs replacing. Errol queried if we needed to hatch around the toilet door area, but committee decided it did not need marking out. Notice to be prepared for use at toilet door during functions where the outside toilet door is left unlocked, to say small children must be supervised to avoid "escape". It was agreed a number of smaller, lighter tables were needed to avoid lifting the larger, heavier tables so frequently. Clare offered to liaise with Jean re school tables. Errol pointed out that west storeroom does not have emergency lighting. He will obtain a

quote for purchase and fitting of one.

**9. Cleaner.**

Trish has arranged a ten week rota of 18-20 volunteers to clean the hall. She asked if the money for the cleaning could be donated to Childrens Committee and Senior Citizens Committee. Pat U said if she billed him for the cleaning, she could then split and donate the money to whoever the volunteers wished it to go to. Jean will liaise with the volunteers on the cleaning required.

**10. Maggies.**

Volunteers needed for Saturday 5<sup>th</sup> May to man the kitchen in two hour shifts, also people to make cakes. There is a list in the hall foyer and another in the shop.

**11. Screens**

Covered in matters arising.

**12. Hall keys and numbers.**

Norman had prepared a new Committee member list and list of keyholders. Errol's e mail address needs to be amended to [errollevings@btconnect.com](mailto:errollevings@btconnect.com). Norman and Margaret have a key each, agreed to retain HAK 7 and to hand back HAK 5. Alan Draper has HAK 14, Betty no longer has a key. The Cleaner's key, HAK 3 has been put back into stock. Matthew Douglas to return his key and borrow one from a Bowls Club Representative if he needs one. Elaine Minshall to hand back yoga group key HAK 8. Margaret Allan to hand back key, possibly HAK 6. Cherry will ask for keys back.

**13. Any Other Business**

- i. Trish said on three occasions this year after functions, toilets and cloakroom areas had not been left clean, with bins unemptied, and counters and toilets not cleaned properly. Committee agreed toilet areas must be properly cleaned after each function.
- ii. Clare proposed obtaining a skirt for the stage. Will obtain cost for the next meeting.
- iii. Errol asked about buying a bigger projector screen for use in the main hall, as the one we have is adequate for the meeting room. It was decided that most hirers of the large Hall would probably bring their own if they needed one.
- iv. Norman mentioned that the Local Recycling Group is doing a clean up and litter pick on Friday 27<sup>th</sup> April in conjunction with Keep Scotland Beautiful, and volunteers would be welcomed. Unfortunately, there is a big NHS meeting in the hall on that day in which many people would be involved, and others would be working.

**14. Date of Next Meeting: Thursday 24<sup>th</sup> May, at 7.30 p.m.**