

**Glenmoriston Millennium Hall Management Committee
Minutes of Meeting held on Tuesday, 13th March, 2012**

Present:

Barbara Philip, Barbara Withers, Clare Levings, Errol Levings, Agnes Bell,
Patrick Ungless, Phil Mansell, Cherry Duncan,

1 Apologies

Hugh Watt, Christine MacDonald

2 Minutes of Meeting 31st, January, 2012

The Minutes were proposed by Phil Mansell and seconded by Cherry Duncan.
The Minutes were adopted as a true record and signed by the Chairman

3 **Actions arising from previous meeting**

1. **Scottish Opera** - Cherry said 85 people attended and everyone appeared to have enjoyed the event. Cherry added that the SCO event in June will be run similar to this event.
2. **New Boiler/Funding by Community Company/Scottish and Southern Electricity** - Errol contacted Stuart Findlay of the Community Council regarding the funding for a new boiler and established just how simple the process is! A copy of the quote/contract for the work is to be given to Stuart for him to present to the benefactors for them to reserve the funds. Payment would be made against the final invoice. There was still however, a question about whether we could continue to have the new boiler in the storeroom where the current boiler is situated, as this is the preferred location for security and protection against the elements, frost in particular. Errol referred back to Matheson's for clarification and subsequently spoke to OFTEC the certifying authority. OFTEC confirmed that as the new boiler is rated at 26/36 kilowatts (less than the 45 kW threshold where a separate fire protected room would be required) it is appropriate to keep it where it is in the West Storeroom. Matheson's confirmed the prices in their quote of the 8th December 2011 are complete for all the work needed to replace the old boiler with a new condensing boiler and this will remain valid until the end of March when they receive new prices from the manufacturers. Matheson's will be sending Errol a Contract for authority for the work to commence and with the approval of the Committee, will forward this to Stuart Findlay and set Matheson's to work. The Hall Committee were all in agreement for the new condensing boiler to be installed.
3. **New Treasurer** – Clare said she had not yet put the advert in MM, but would do so shortly.
4. **Hall Emergency Centre Designation** – Phil has spoken with Mary Duncan of Highland Council. Our contact at HC is someone called Charles Stephens. MD would like details of key holders and contacts for their records. MD informed Phil that a generator is not required, just the use of the Hall in the event of an emergency. Phil to email MD that contact details are always on the Hall door.
5. **New Cleaner** – Cherry informed the committee that two cleaners had taken on this position – Jon and Jacquie
6. **Jazz Concert** – Clare said this item was brought up at the previous meeting via Mave. The Committee suggest that Mave could organise this event. Pat suggested reforming GLEN. The committee agreed that this matter would be discussed later on in the year, June being an opportune time.
7. **Lite Bites for Locals** - Cherry said the 27th March would be the last one this year. Catering for 30 people approximately. Adam making soup.

4. **Secretary's Report - Lets since 6th February**

Commercial

British Waterways x 5 (2 this week), N.F.U.

Private

Whist, Scottish Opera

Free

Ceilidh Night x 2, Community Council, Local Lite Bites, Kirk x 2,, Councillors Surgeries: Drew Hendry and Margaret Davidson.

Cherry read out her report to the Committee members.

- The St. Ninian's Service on 19th February was cancelled due to snow.
- Scottish Opera Night was well attended.
- The Visually Impaired Group from Skye asked if the Hall could supply sandwiches, cakes tea/coffee for them on the 26th and 30th March. After consulting with Clare, Cherry agreed and said we would charge £3.00 per head.
- Cherry said she has received a few bookings for March/April where they were doing their own catering, and wondered should the Hall charge £6.00 for Kitchen use. The Hall Committee agreed £6.00 per day for light kitchen use.

5.. **Treasurer's Report**

Pat handed round copies of the Financial Statement for FY 11/12 as at 12th March, 2012. He said that we had broken even this year. £295 surplus on year since 1st September. Local Clubs down on previous year from £899 to £257. Commercial lets up: Catering for British Waterways, Great Glen, and N.F.U. Social events such as Lite Bites for Locals, not costing a great deal to run. Took over £30 for last LLB for Ls. Income down due to no Burns Night. Errol added that the new boiler will not cost us anything to replace. Clare mentioned the annual checks will be coming through soon.

7. **Caretaker's Report – Errol reported on the following,**

- Routine maintenance carried out and the bill for materials purchased over the last several months have been handed to Treasurer.
- The induction loop Tester has been returned and Service Bill for £30.00 received from Sandy Melliss of Public Address Sound System has been passed to Treasurer. The bill is very reasonable for the amount of time Sandy spent checking our equipment, only to confirm nothing wrong with it. However, there remains a small problem which seems to be a poor contact between the loop connection to the Amplifier. Errol has changed the plug but now thought the problem is a dry contact between the socket and the motherboard. The loop is OK as a light comes on when the connection is manipulated. The amplifier will have to be dismantled to get to the soldered connection.
- New Bags for the vacuum cleaner and the floor buffing machine have been purchased and placed in the Electrical cupboard.

8. **Any Other Business**

- 1) **AGM Minutes** - Agnes was concerned with the amount of typing the Minute Secretary had to do in last year's AGM minutes. After a short discussion regarding this it was agreed that Hall bearers submit by email copies of their individual reports to the Minutes Secretary.
- 2) **Notice Boards** – Pat put a question to the committee members regarding the notice boards and whether they are effective or even looked at? After a short discussion it was agreed that Errol would place a Notice Board outside the kitchen.
- 3) **Maggies** - Fiona Bell of Maggies asked Cherry about the costs for the next event in May. Cherry confirmed £3.50 per person and £150 Hall hire. Numbers down on last year. Catering for 600 this year. Cherry, Jean and Betty are putting together a shopping list. Clare said workers needed to be delegated to relieve servers!
- 4) **Scottish Chamber Orchestra** – Cherry now has programmes for event on Saturday, 16th June. Adults £14.00, Senior Citizens £12.00, under 26 £5.00 and unemployed Free. Cherry said she had a safety information sheet to fill in and return.

Date of next meeting: Tuesday, 24th April, 2012

Meeting ended 3.58 p.m.