

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 13th November 2013

Present: Phil Mansell, Carol Pritchard, Pat Ungless, Christine MacDonald, Rachel Hayes, Betty Draper, Errol Levings, Cherry Duncan.

Apologies from Hugh Watt, Jean Plater, Barbara Withers, Agnes Bell.

At the recent AGM the Chairman and Minute Secretary both stood down and nobody came forward to fill these positions at the meeting. Since the meeting Phil Mansell has agreed to become Chairman and Pat Ungless Minute Secretary.

Phil opened the meeting and explained the above. He added that he regarded himself as an "interim" Chairman and that he intended to act as a facilitator, expecting full support from the other Committee members.

The Committee was confirmed as:

Phil Mansell - Chairman
Cherry Duncan - Booking Secretary
Carol Pritchard - Treasurer
Patrick Ungless - Minute Secretary
Errol Levings - Caretaker
Betty Draper - Bowls Club Rep
Agnes Bell - Dalchreichart Rep
Rachel Hayes - Childrens Committee Rep
Christine MacDonald - Trustee
Jean Plater - SCD Rep
Barbara Withers - Craft Club Rep

There are some "Interested Parties" who are not Committee members. Phil agreed to circulate the list of these in due course.

1. Minutes of Meeting 16th September

Proposed by Carol seconded by Errol.

Christine pointed out that according to the minutes she had agreed to join the Events Group but that she had agreed to act as a "sounding board" only.

Subject to the above correction, the minutes were adopted as a true record.

2. Actions Outstanding from Previous Meetings

- 1. Replacement Chairs** - Errol updated the meeting and advised that the chairs for disposal had been offered to Inverinate Village Hall who had agreed to take one rack of 48 unpadded chairs. Inverinate will make a donation to a Charity of its choice. Transport to be arranged. Replacement chairs of a similar design to our existing padded folding chairs had been previously agreed by the Committee. Colour of brown to match existing as closely as available was agreed.

Costs are £32.50 per chair, £356 for the rack plus £44 customisation and Delivery £220 all ex VAT. Lead time 6-7 weeks.

An order for a new custom rack with 4 bays to contain 56 chairs to be placed plus a further 24 chairs to replace the unpadded section of the existing padded rack. This will provide 80

padded chairs plus the large rack of unpadded containing a further 96 existing unpadded that are rarely used.

(ACTION Error)

2. Events Group

Halloween Party was well attended.

Children's Christmas Party will take place on 15th December

Some ideas for events have been discussed including a Visiting Chef, Themed Night, Music/Concerts, Open Mic night, Event for Children.

Rachel said that the Chef would be at no cost and suggested a ticketed event with proceeds donated to the Senior Citizens.

(ACTION Rachel to arrange date etc for Chef)

3. Highland Council re Food Preparation Inspection

A certificate for Awaiting Inspection had been issued and no further action is required.

4. Use of Hall Web Site

Contact Pat if anyone wants to put information on the web site.

5. Junior Badminton

Although an approach had been made there has been no follow up.

6. Salvation Army Carol Concert

Date confirmed as 11th December.

3. Secretary's Report

Since 16th September there have been 17 Private Lets, Deer Group Meeting, 6 Zumba, 5 Yoga, 2 Councillor's Surgeries, 2 Ambulance Meetings, Trees for Life Meeting.

1 Commercial let to Forestry

7 Free Lets 3 Kirk, 2 Ceilidh Nights, Halloween Party, Children's Committee.

All Clubs are now restarted after summer breaks.

Yoga is booked until 5th December.

A request had been made for a non commercial rate for Yoga that was discussed before the AGM and it was decided that the commercial rate should apply.

Forward bookings for Forestry on 15th November, Social Work Skye. Forestry have booked in February including lunch which will required volunteers to help. Planned Curry Night has been cancelled.

4. Treasurer's Report

Final Accounts for the year to 31st August are not yet finalised as there are still some adjustments outstanding.

Carol has obtained some training material for Quickbooks.

The SSE contract for electricity supply has been renewed for 24 months.

There are continuing problems with billing from BT. **(ACTION Carol)**

Highland Council has not been invoiced for its share of the utilities since July.

Bank Account signatories need to be changed **(ACTION Carol)**

Carol would prefer Hall correspondence not to be sent to her home address. Possibility of

collection from Post Office to be looked at. **(ACTION Carol)**

Scottish Widows savings account signatories thought not to have been amended when Ian Evans took over as Treasurer. This needs to be done and signatories confirmed.

(ACTION Carol)

5. Caretaker's Report

PAT testing has taken place.

Problems with septic tank and pump chamber blockages were resolved earlier in the year but Errol thinks that the use of paper towels is a contributory factor. He is suggesting that hot air hand dryers could be installed to the Highland Council but has received no response.

It was agreed that if the HC is not prepared to do this then the Hall should consider funding it and recharging to the HC. **(ACTION Errol)**

In view of the increased volume of public usage in the Public Toilets, Errol suggested that we might revisit the basis of the Highland Council contribution to utility costs.

6. Hogmanay Arrangements

Prior to discussing Hogmanay, Cherry raised the question of Hall Christmas Decorations.

These need to be in place prior to the Carol Concert. It was agreed that the decorations would be put up on Friday 6th December from 7:00pm. Everyone welcome to come and help. The tree should be delivered by then but cannot be safely handled in the evening so will be put up on Sunday 8th or as later arranged.

Hogmanay Party arrangements were discussed”

1. **Band** - Phil and Pat had already been “booked”. Phil raised the question of payment and a figure of £300 proposed and agreed.
2. **Bar** - A licensed bar to be arranged. Proposed that Frank is asked if he would be prepared to provide this. If so proceeds would go to him he would be expected to obtain the license and attend the function. **(ACTION Rachel and Cherry to speak to Frank)**. If Frank is unable to do this then Errol will organise the bar.
3. **Tickets** -Agreed that entry will be by ticket to control numbers. Ticket price set at £5 per head and £1 for children. Carol agreed to produce 120 tickets Tickets will be available in advance or on the door. **(ACTION Carol)**
4. **Food** - Cherry agreed to organise this and to confirm that Barbara Withers is prepared to help her. **(ACTION Cherry)**
5. **Children's Games** - Subject to sufficient children being there. Cherry agreed to see if Debbie and Lee would be prepared to organise these. **(ACTION Cherry)**
6. **Volunteers** - More detailed arrangements will be discussed at the next meeting.

7. Any Other Business

Rachel queried the scope of the Events Group in promoting and organising events. Phil confirmed that this is the responsibility of the Group but that other Committee members are usually willing to help if asked.

Betty raised the issue of car park pot holes. Carol and Rachel agreed to bring this up at the

next Community Council Meeting. **(ACTION Carol/Rachel)**

Errol said that Clare had asked him to note some suggestions for the Hall that might benefit the community, including a payment holiday for club hall hire and donations to village flowers together with replacements for some items such as hanging baskets.

Cherry said that confirmation of Burns Night arrangements were required and that she would speak to Adam. **(ACTION Cherry)**

Cherry has sent a condolence card on behalf of the Committee to Hugh Watt whose mother has recently died.

8. Date of Next Meeting

Friday 13th December at 7:30pm - principally to discuss Hogmanay arrangements.

Meeting closed at 9:30pm