

## Glenmoriston Millennium Hall Management Committee

### Minutes of Meeting 15<sup>th</sup> April 2019

**Present:** Clare Levings (Chair), Agnes Bell, Debbie Cox, Cherry Duncan, Jean Plater, Patrick Ungless, Robert Ungless, Catherine Thomson, Christine MacDonald, Phil Mansell and Carol Pritchard.

1. **Apologies:** Jon Smith and Hugh Watt.

2. **Minutes of Meeting 11<sup>th</sup> March 2019**

Proposed by Debbie and seconded by Agnes

3. **Matters Arising**

- a. **External works** - Robert not had time to do much and has not met with Jon yet. **Agreed** ongoing o do audit of all external required works. Think about whether the new sign should be at a lower level than the existing one so easier to get at.
- b. **Assistance with caretaker role** - not progressed yet as need scope of works to be done first. **Carry forward.**
- c. **Replacement Cooker** - has arrived but is not fitted as wrong type of fitter sent (need LPG fitter). Should be fitted on 26<sup>th</sup> April. Pat and Robert to remove the gas detector fitting to enable the fitting to take place. New cooker has gas detector in it. Contingency of electric cookers for Fun Day if required.
- d. **Car park bins** -no progress. Take off agenda. **Post meeting Carol spoke to Village Officers. If they are in area and see bins are full they will remove excess waste.**
- e. **Hall Insurance** - Robert has documentation he requires to check compliance. Will put together a sheet for hirers to look at and check our legal responsibilities. **Change heading to compliance for agenda.**
- f. **Fire Exit Signs** - confirmed that the relevant signs only need to be lit when the power fails, not when the lights are switched off, so all OK.

- g. Ceilidh Nights** - Clare and Phil have spoken. No need to change format. It is a social night that people are already aware of. No need to put the board out to advertise each month.

#### **4. Public Toilets**

Highland Council (THC) have been told that we are not renewing the agreement. It expires on 10 May. Arrangements need to be put in place relating to cleaning and consumables for the future. THC have said they will be in touch with Pat about final arrangements. THC did not seem to put the proposed new arrangements in place from 1<sup>st</sup> April as indicated. THC responsible for staffing matters and notices. We need to be able to control the heating of the area. **Actions - Pat to attend CC meeting to inform them of decision. Let THC know what signage needs to be removed. Robert to check rules relating to fire exits as external door will be permanently locked once toilets closed - assume it is not a fire door as opens the wrong way. Clare will ask Jon whether he would be willing to add cleaning once a week and obtaining consumables to his current role. Clubs will be asked to clean that area after use as well as rest of the hall.**

#### **5. Secretary's Report - March to 15<sup>th</sup> April 2019**

Local clubs

Private lets - yoga x 2, music x 5, Beavers x 3, Ambulance x 2, Energise x 2

Commercial - Trees for Life

Function - Scottish Dancing

Free -Ceilidh night x 2, Kirk x 2, Film meeting, Fun day meeting, Quiz Night

Forms completed for THC for waste disposal and recycling. New stickers on bins. Provisional booking for European elections on 23<sup>rd</sup> May.

First Quiz Night a success and another planned for end of May. Scottish Dancing 20<sup>th</sup> Anniversary Rally was a success with over 60 attending. Pleased to say that Yoga has started again on a Thursday morning with Elaine Minshull.

The next big attraction is the Fun Day on 27<sup>th</sup> April. There are 2 functions booked for May and all the Saturdays in May are booked.

6. **Treasurer's Report** - circulated at the meeting and attached.

Lower attendance at the last Film event - 20 adults and 8 children but kiosk did well. Have to buy the licence each time and at present there is a loss of about £100 over the series of films. May break even.

Received a grant of £500 out of the blue. Apparently in relation to the Fun Day but Pat needs the paperwork relating to the application and grant. Clubs been billed so that income will be on the way. **Action - Clare to get the paperwork from Marion Grant.**

7. **Caretaker's Report** - Jon forwarded report after meeting as follows:

MacGregors have been in and checked over the fire alarm, everything all okay it seems, I did ask for their opinion on the two LED sounders, one at the back off the hall by the entry door and the one in the ladies that did not seem to make much noise, nothing was said in the reports left and so I e-mailed them and asked and was told the same nothing wrong, but tested the alarm today 22/4 and they both seem to be making a lot more noise now, more like they should be.

Toilet: Pumps failed at the end of last month, had to shut down the toilets for a couple of days, one was totally blocked up with a nappy or something the other had what looked like a bootlace !!!! wrapped around the impeller, how that was managed who knows. All up and running fine again for the time being anyway.

8. **Fundraising**

Fun Day posters will be up shortly.

Clare suggested that could have a bric a brac or craft market for 2 days in June/July with a Lite Bite feel about it. Perhaps once a month or fortnightly.

Letting hall itself and catering have brought in more funds in past than community entertainment. Promote for business use as a good location. Sub- group suggested to progress matters. **Action - let Pat know if you want to be on fundraising sub-group.**

#### **9. Any Other Business**

- a. New What's On flyer to be prepared by **Robert**
- b. Microwave plate is not going round. Food is heating up. **Pat and Robert** to check whether it is working properly.

#### **10. Date of the Next Meeting**

**The next meeting will take place on Monday 27<sup>th</sup> May 2019 at 8 p.m.**