

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 15 November 2016

Present: Phil Mansell, Pat Ungless, Cherry Duncan, Agnes Bell, Jean Plater, Graham Wood, Rachel Hayes, Carol Pritchard

Apologies from Hugh Watt, Elaine Minshull, Jon Smith, Christine MacDonald,

1. Minutes of Meeting 13 September 2016

The minutes were approved – Cherry proposed and Graham seconded.

2. Actions Outstanding from Previous Meeting

- a. **Fire Risk Assessment follow up** – Jon continues to deal with this and will review in New Year. Held a fire drill on Saturday.
- b. **Notice at front door for emergency contact** – confirmed that will remove Errol's contact details. Made a few amendments. Phil to complete.
- c. **Key Issues** – still some "twirly" keys but no further action to be taken at present.
- d. **Disposal bins in toilets** – Pat had correspondence with the Council and they have agreed to change the sanitary bins. They will be emptied weekly between June and September and fortnightly during the rest of the year. Pat asked Clare to mention it to Pam. Keep on agenda to check progress.
- e. **Chairs to be cleaned/replaced** – Pat did clean them and suggests they are kept for another year at least. Suggests that clean carpet after Hogmanay.
- f. **Plug** – Phil fixed it.

3. Caretaker's Report

Written report received

- Fire risk assessment – see above #.
- Keys – see above
- Water Usage – seems to be dropping now. Figures going to Pat.
- Oil tank – to be filled over next couple of days
- Future project suggestions
 - Moving the oil tank and building a shed around it. Suggested by fire check but not an obligation.
 - New lights in the kitchen and meeting room as diffusers are brittle – could be done in connection with electrician/fire work

4. Secretary's Report

Lets between 12 September and 13 November 2016

- Local – Sandy Greig (whist)
- Private – Ambulance x 2, Margaret Davidson

- Commercial – SW Skye x 2, NHS Highland x 2, Vestas
- Free – Ceilidh Nights x 2, Craft Club AGM, Halloween Party, Lunch for locals, Kirk x 3

Craft Club held their Christmas Fayre on 5 November, which was a successful day.

Lunch for locals attracted about 18 people. Unfortunately all did not stay for the AGM. Thanks to Fran Mansell for cleaning up after the lunch and to Christine MacDonald for helping to prepare it.

5. **Treasurer's Report**

A summary of receipts and payments was provided showing a net movement of minus £404.08 for the period.

6. **Hogmanay arrangements**

- Licence/bar – Errol has done
- Band – Phil to organise
- Purchase of stock – Errol will be asked to confirm he arranging this
- Catering – Cherry to organise
- Admission charge – adult £10 and child under 12 free
- Tickets and publicity – Pat to do 120 tickets
- Games – Debbie and Lee to organise

7. **Burns Night**

Phil will ask Adam whether he is willing to be involved in arranging this event in 2017 as the hearing loop now fixed and may assist.

8. **Lite Bites**

Clare may be willing to run it again providing has reliable helpers. Do also need to discuss ideas such as change of days, craft stalls etc. Will invite Clare to the next meeting to discuss options.

9. **AOB**

- Light in the car park is very bright and shining into the sky rather than pointing at the ground. Carol to ask Highland Council to adjust it
- Defibrillator training courses – query about why not holding a course here as the Hall is to have a defibrillator on the outside. Spaces available on courses in Fort Augustus and Dalchreichart if anyone wishes to attend.
- Sheila Common has offered 4 bags of bric-a-brac if we want it to sell. Yes please. May consider a table sale in February.
- Remembrance Sunday – arrangements were coordinated by Alan Draper in the past. This year it was not clear who was doing what – should we take on the organisation. Discuss nearer the time.
- First Aid box – needs topping up. Phil will check what required and buy stock. Debbie has a First Aid qualification.

- There is a hall access book in the lobby that has not been completed since 2001. We do not need it.
- Kitchen cupboards have been organised. Do we need the white cups and saucers? No – box up and store.
- Cafetieres for coffee mornings – do we need them as coffee grounds can block sinks? Leave them available for now.
- Christmas tree should be delivered before 10 December. Help required to decorate.
- Need a new fridge but need not be a fridge freezer. Confirmed can purchase a fridge. Pat to organise.
- Can we purchase a hearing loop amplifier? Yes.

10. Date of Next Meeting – 10 January 2017