

**Glenmoriston Millennium Hall Management Committee
Minutes of Meeting held Thursday 17th January 2008**

Present: Agnes Bell, Cherry Duncan, Norman Hill, Heather Smart, Clare Levings, Errol Levings, Pat Ungless, Barbara Withers.

1. Apologies

Hugh Watt, Alan Draper, Trish Archibald, David Gillies, Kirsteen Mackenzie

2. Welcome New Committee Members

The Chairman welcomed Barbara Withers, who joins the Committee representing Scottish Country Dancing. Kirsteen Mackenzie and David Gillies will also join the Committee representing the Children's Committee and the Loch Ness Gun Club respectively. Agnes Bell was proposed by Norman and seconded by Cherry to become the Dalcreichart representative. This was approved by those present and Agnes duly welcomed to the Committee.

A Bowls Club representative is to be nominated, replacing Betty Draper who has resigned.

3. Minutes of Meeting 18th November 2007

Proposed by Heather and seconded by Clare, the minutes were adopted as a true record and signed by the Chairman.

4. Actions arising from previous meeting

- a) *Fire Risk Assessment Oil Tank Area* - No progress on fire resistance round oil tank. To be followed up (**Action Errol**)
- b) *Fire Risk Assessment Kitchen Fan* - No progress on damper in fan duct. To be followed up (**Action Errol**)
- c) *Fire Risk Assessment Kitchen Bins* - Bins have been moved away from the kitchen windows. Notice required in kitchen to make clear where they should be. (**Action Cherry**).
- d) *Fire Risk Assessment Public Toilet Consumables* - Heather has forwarded an extract of the Risk Assessment Report to TEC Services, and explained the Committee's proposal that storage could be created in the Ladies for combustible consumable items presently stored next to the boiler. TEC Services are not prepared to fund this at present. In order to progress this, Heather will find out the current contact (**Action Heather**) and Errol will speak to them, followed up by a letter from the Committee to place on record the reasons for the request. The Committee agreed that it should not pay for construction of new storage from Hall funds.
- e) *Committee Representation* - Norman reported that he has contacted all relevant local community organisations and that no further action is required.
- f) *Heritage Group Committee Representative* - Pat reported that the Heritage Group has been canvassed but it is not possible to nominate a Committee member. Several members of the present Hall Committee are also Heritage Group members.
- g) *Social Event* - No progress to report. (**Action GLEN**)

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- h) *Electrical Fault* - Errol reported that the lights in the main hall have been replaced but that there is still a problem with one set of tubes that does not stay alight. The Contractors will correct the problem. Errol will contact them and ask that they check the diary directly with Cherry. **(Action Errol/Cherry)**.
- i) *Minute Secretary* - Nobody has volunteered for this. Pat will continue for the time being. Norman has prepared an advert to appear in the next Moriston Matters asking for a volunteer.
- j) *Handout for end of Hall Hires* - Cherry provided copies of the existing Checklist and there was some discussion. It was agreed to amend this to take the form of a "tick list" and that it would become a requirement for hirers to complete this and return to Cherry at the end of a Hire. This applies principally to function hires and the Responsible Hirer would be expected to sign the Checklist. Clare proposed that the Checklist should be signed by two people. Pat will draft a checkbox style sheet for review. **(Action Pat)**.
- k) *Public Toilet Signage* - Norman has decided what needs to be done but it now needs actioning. **(Action Norman)**.
- l) *Water Urn Tap Leak* - Errol reported that this is cured.
- m) *Newsletter* - It was agreed to publish this in the next Moriston Matters rather than as a separate circulation. Each Club (and GLEN) to provide a short piece on its activities. Deadline end January with copy to Heather. The MM editorial team will put the sections together. **(Action Club Representatives/Clare)**. Errol proposed a financial contribution to Moriston Matters to assist with production costs. Heather said this was not needed at present, but that the offer was noted for the future.

5. Hall Hire Agreement Revision

Pat had circulated, prior to the Meeting, a short paper that set out the reasons why the Hire Agreement might need to be updated and this was discussed. The conclusion was that the process of "handover" of the Hall to an unfamiliar hirer should be more formal and that the Hire Agreement should be amended to reflect this. This in conjunction with the revised End of Hire Checklist. There was agreement that any revised Agreement should as far as possible avoid the use of legalistic language and remain practical. A draft will be prepared for discussion at the next meeting **(Action Pat)**.

6. Secretary's Report

Since the last meeting there have been 5 NHS lets, 1 Ceilidh, 1 informal bowls, 7 free lets and the Hogmanay and Over 60s functions. Cherry thanked all the people who helped with Christmas decorations. A letter of thanks has been received from Barbara Murray for the loan of the Soup Kettles. Cherry asked if the Committee would agree to the loan of the Stage to the Feis in February, if requested and this was approved.

7. Treasurer's Report

Financial Report (attached) for the Year to Date was circulated and discussed. There are no exceptional items arising; income and expenditure are broadly in line with last

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year and there is a surplus of income over expenditure of £4125. A donation of £150 from the Hogmanay Dance has been received.

8. Caretaker's Report

Nothing to report.

9. GLEN Report

There is a meeting scheduled for 19th January. Nothing further to report.

10. AOB

Clare reported that she had "tidied" some of the cupboards in the kitchen and suggested that the stainless steel salt and pepper pots are surplus to requirements as they are not used. Also some unused crockery and small milk jugs. These will be removed and given to the Charity Shop.

The Over 60s have left a box of napkins and other items in the kitchen that need to be removed or stored elsewhere in the Hall.

Pat asked if the outside lights on the front of the Hall are really necessary as they are very bright. Errol explained that it is not practical to separate the lights on the front from those on the Toilet side which are required.

11. Date of Next Meeting

Thursday 28th February at 7:30pm.