

Glenmoriston Millennium Hall Management Committee
Minutes of Meeting held Thursday 18th October 2007

Present: Norman Hill, Cherry Duncan, Pat Ungless, Heather Smart, Betty Draper, Errol Levings (part), Clare Levings. Trish Archibald

9. 1. Apologies

Hugh Watt, Pat Haynes, Alan Draper

10.2. Minutes of Meeting 5th July 2007

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

11.3. Actions arising from previous meeting

- *Fire Risk Assessment* report still not received. Pat spoke to MacGregors on Monday 15th and they promised that the report would be in the post that night. Will continue to follow up. **(Action Pat U)**
- *New Tables* have been delivered. - **Action complete**
- *Hall Hire Agreement* Pat reported that he had searched the Internet for Hire Agreements and had found a number. These are all longer documents than the Regulations for Hall Hire we use at present. There are a number of topics generally included that could be added to our Agreement, including reference to Fire Regulations, Child Protection and Health and Hygiene. There was a discussion on this and also the procedure that hirers should follow at the end of a hire with regard to putting away tables and chairs and cleaning as appropriate. Pat U will prepare a draft for a revised version of the Regulations/Hire Agreement and discuss with Cherry before tabling at a later meeting. **(Action Pat U)**
- *Committee Representation* - Norman has spoken to David Gillies to see if the Loch Ness Gun Club would like to nominate a committee member, with a positive response. Norman will see if David can come to the AGM **(Action Norman)**.

Invermoriston in Bloom has also been approached but was unsure whether it wished to nominate a committee member.

The Heritage Group has not been contacted yet and Pat agreed to ask the Secretary to canvas opinion within the Group **(Action Pat U)**.

Norman decided not to ask the Recycling Group as they all appeared very committed already.

Trish agreed to speak to the Children's Committee to see if they would like a representative. **(Action Trish)**.

Cherry reported that the Scottish Country Dance group will nominate a new representative to join the Hall Committee after the AGM.

- *Social Event* was discussed at the last GLEN meeting but no details were agreed other than that this would probably be some kind of reception in the New Year. **(Action GLEN)**
- *Electrical fault* in the lighting in the main Hall is still not repaired. Errol has not heard from David Menzies and will contact another electrician. **(Action Errol)**

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- *Kitchen Curtains* have been drawn back to the edges of the windows to avoid the sinks. This is satisfactory. Cherry offered to wash these curtains. **(Action Cherry)**.
- *Minute Secretary* - no progress **(Action ongoing All)**

12.4. Other Matters Arising from Previous Meeting

Date of AGM to be published in Moriston Matters **(Action Heather)**.

5. Secretary's Report

Since the last meeting there have been the following lets other than regular clubs:-

- 5 NHS
- 1 Forestry
- 1 FAGBI
- 1 Heritage Group
- 1 Ceilidh Dance
- Concert with 90mph
- Viking Adventure Day
- Andy Jackson Memorial Kayak day

45 lunches had been supplied.

Free Meeting Room usage by Church, GLEN.

Cherry reported that Jean Curley had spoken to her following the 90mph concert as she had found that the Gents toilet had been left in an unsatisfactory condition and that the hot water had been left running.

There was some discussion on how to address this problem after functions as this was not the first occasion that the toilets have not been cleaned properly after functions.

Trish advised that the toilets could not be cleaned the following morning as the floor must be dry before opening time at 7:00am.

Possible actions suggested were:

- A committee member should attend functions and check that the toilets are clean.
- A deposit could be charged as an incentive to hirers.

No conclusion was reached but it was agreed that perhaps some hirers might not know what needs to be done and where cleaning materials etc. are kept in the Hall. A small handout is to be prepared that lists what to do at the end of a hire. **(Action Cherry.)**

6.6. Treasurer's Report

Financial summary showing activity since the start of the Financial Year (1/9/07) was presented and is attached to these minutes. This shows a surplus of income over expenditure for the period of £1690.

£2,500 has been transferred to the 30 day account.

Pat suggested that in view of the surplus from last year that a payment holiday should be offered to the regular clubs. This was agreed and the Badminton Club

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Bowls Club and Scottish Country Dance group will not be charged rental for the 3 months to December 2007.

7.7. Caretaker's Report

Other than the electrical fault covered in item 3 above there is nothing to report.

8. GLEN Report

There has been a good take up of tables for the Craft Fayre on 10th November with 13 definite and 6 further that have indicated that they will take a table. There are some new entries this year.

Tickets for St Andrews Night on 23rd November will be available in the next week or so. This will be advertised in Moriston Matters.

9. Christmas Decorations

The Carol Service is on Wednesday 12th December. (Cherry to confirm this date). Hall decoration will take place on Sunday 9th in the morning. Helpers welcome. Cherry will arrange tree with Kenneth Knott (**Action Cherry**). PA system may be required.

10. AOB

Pat queried whether the sign that says 'Public Toilets in Hall' is appropriate as people tend to come into the main hall door when it is open. Norman to check. (**Action Norman**).

Pat raised the possibility that additional bins could be made available for use after functions when the 2 existing bins tended to be over full. Hall bins are collected on Mondays, although the sticker says Thursday. The Refuse Collection Agreement that is issued annually is for a larger bin than 240l. An additional 240l bin would be preferable to bigger bins as they have to be wheeled to the car park entrance each week.

Heather to confirm options with TEC services (**Action Heather**).

The tap in one of the hot water urns is leaking. (**Action Errol**)

The Senior Citizens Committee has received a cheque for its share of hall cleaning from the Cleaning Committee.

Notice of the AGM needs to be put up on the Notice Boards 4 weeks before the meeting. (**Action Pat**).

Norman will buy the cheese and biscuits for the AGM and will check on wine stock following St Andrews night. (**Action Norman**).

It was agreed that the Chairman's Report for the AGM did not need cover the same content as those of the Secretary and Treasurer.

11.11. Date of Next Meeting

Thursday 29th November at 7:00pm. before the AGM.