

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 1st December 2017

Present: Agnes Bell, Debbie Cox, Cherry Duncan, Clare Levings, Christine MacDonald, Phil Mansell, Jean Plater, Carol Pritchard, Pat Ungless, Robert Ungless, Graham Wood.

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

2) **Minutes of 18th October 2017**

Proposed by Phil and seconded by Cherry.

3) **Matters Arising**

- a) **Fire Risk Assessment** – still nothing to report and Jon to chase this up.
(action Jon).
- b) **Drainage** – nothing else to report.
- c) **Order of St John Fundraising** – nothing further to report but keep as action item.
- d) **Public Entertainment License** – having sent copies of the PAT testing certificate Cherry reported that she expected the license any day. Health & Safety Statement was not asked for.

4) **Matters Arising A.G.M. 1st November 2017**

- a) **Trees to side of Hall** – Graham to organise the trimming of overhanging branches from Falls Wood.
- b) The **Agenda** for this meeting was put up on various boards.

5) **Minutes of 1st November 2017**

Cherry queried why Roberts's fee (Hogmanay Band) had been mentioned when this wasn't discussed at the meeting. Clare said that she contacted the Chairman to ask about this as she felt just saying the 'same as last year' wasn't helpful and having just come on to the Committee didn't know whether this had already been noted.

The Minutes were then proposed by Jean and seconded by Agnes.

6) **Matters Arising**

Hogmanay

- a) Clare reported that Errol has the license and the Treasurer agreed to forward £600

to Errol for the purchase of bar items.

b) Robert reported that the tickets and posters were now available.

Hall Decorations

i) Cherry reported that Ken Knott was unable to provide a tree this year but having spoken to Graham there is now a tree for the hall outside waiting to be trimmed and installed. Cherry to write a letter of thanks. (**action Cherry**).

ii) Jon purchased two sets of lights.

iii) Hall decorating confirmed as 8th December at 2 p.m.

7) Secretary's Report – since 16th October 2017

Private lets – Ambulance and Deer Group

Commercial lets – Highland Council

Free lets – Kirk x 3. Ceilidh Night and Beavers x 3

Local Clubs have been meeting regularly each week. Beavers started on November 16th and are meeting on Thursdays from 5.30 p.m. – 6.30 p.m. They will have free lets until Christmas. Ken Knott was unable to provide us with a tree this year. I contacted Graham Wood and he has attended to it.

8) Treasurer's Report – 18th October – 30th November 2017

Reported that funds were down £842.28. Please see attachment for details of accounts to date.

The Treasurer will send an invoice to Elaine Minshull who has taken over the Yoga class.

9) Caretaker's Report

Clare read Jon's report which included the following:

a) Fire Risk Assessment – already reported under Matters Arising.

b) New lock fitted to gas cage to replace the rusted one, anyone still with keys for the old lock need to throw them away, spare key in cupboard.

c) Oil tank was topped up on Friday 27th November – just over 1000 litres.

- d) Christmas tree – already reported.
- e) Pumps tripped out last week, due to high ground water level in the chamber, but this was reported to the Highland Council by someone, as I received a phone call

regarding it and what was needed to be done to sort out, they were down to sort out some lights in the toilets and the pumps was on the job sheet as well. I explained that they were okay now, so it was left at that.

Clare pointed out that the pumps may also have tripped due to a power cut that had occurred.

10) **A.O.C.B.**

- a) Debbie asked if the Beavers could store a box of Beaver equipment in the store room. It was agreed that that would be alright. Comment was made that the store room may need sorting out to find room.
- b) Graham mentioned that the doors for the outside notice board were not sliding. Carol will ask Derek to look at.
- c) Carol asked where was the Santa suit and Cherry said she would find and give it to her at the end of the meeting.
- d) Christine mentioned that the annual Senior Citizens Christmas dinner will take place on January 13th. Also, an outing to Eden Court to listen to Brandon Macphee an accordionist, will take place on the 17th March.

11) **Date of the Next Meeting**

Wednesday 17th January at 8.05 p.m immediately following the Zumba class.

The meeting closed at 8.10 p.m.

Glenmoriston Millennium Hall - Receipts and Payments 18/10/17 - 30/11/17

Date	Transaction	Receipt	Payment
Santander Current Account			
23/10/2017	Cleaning		£120.00
30/10/2017	Scottish Ambulance	£32.00	
31/10/2017	Insurance DD		£82.73
01/11/2017	Social Work Services	£60.00	
01/11/2017	NHS Highland Skye	£26.00	
01/11/2017	TEC Services (Electricity)	£172.28	
13/11/2017	Scottish Ambulance	£56.00	
13/11/2017	Liz Lennon (Yoga)	£75.00	
16/11/2017	Electricity Monthly DD		£148.00
17/11/2017	Phone & Broadband		£53.94
20/11/2017	Highland Council Hire	£21.00	
27/11/2017	Cleaning Consumables		£35.98
27/11/2017	Xmas Tree Lights		£58.78
28/11/2017	Heating Oil		£477.10
30/11/2017	Insurance DD		£82.73
	Totals	£442.28	£1059.26
Santander Savings Account			
20/10/2017		£12.91	
20/11/2017		£13.35	
	Totals	£26.26	
Cash Float			
30/11/2017		£0.00	£0.00
	Totals	£0.00	£0.00
Totals for Period		£ 468.54	£ 1,059.26
Receipts less Payments for Period		£ (590.72)	

Balances Year to Date	31/8/17	30/11/17
Current Account	£6,340.51	£5,219.13
Savings Account	£62,827.95	£62,867.55
Cash	£239.47	£478.97
Total Funds	£69,407.93	£68,565.65
Change in funds 1/9/17 - 30/11/17	£ (842.28)	

Outstanding Sales Invoices £391