

**Glenmoriston Millennium Hall Management Committee  
Minutes of Meeting held Thursday 20th September 2007**

Present: Norman Hill, Cherry Duncan, Pat Ungless, Heather Smart,  
Alan Draper, Betty Draper, Errol Levings, Clare Levings

**1. Apologies**

Hugh Watt, Pat Haynes, Trish Archibald

**2. Minutes of Meeting 5th July 2007**

Amendment - Item 4 paragraph 3 refers to Glenmoriston Lodge Estate Ltd in the context of Trustee nominees. This should be Glenmoriston Estate Ltd.

Subject to the above amendment, proposed by Errol and seconded by Alan, the minutes were adopted as a true record and signed by the Chairman.

**3. Matters arising from previous meeting**

- *Stage skirt* has been delivered and used on two occasions. Consensus is that this greatly improves the presentation of the stage. - **Action complete**
- *Fire Risk Assessment* was carried out by Neil MacGregor on 12th July. To date, neither the report nor the invoice have been received. Pat has followed this up twice and will continue to do so. Issues that arose during the Assessment were the risk of fire spread to the loft through the kitchen fan, storage of cleaning supplies in the boiler room in the Toilets and the position of the wheelie bins outside the kitchen. It was agreed to wait for the report and discuss before taking any action. **(Action Pat U)**
- *New Tables* have been ordered and are due for despatch in the week commencing 24th September. These are Gopak "Contour" tables in Auburn Teak at a total cost of £522. **(Action Pat U)**
- *Cleaner applicant* was contacted. - **Action complete**
- *Deed of Trust* - Norman has been approached by a member of the community who suggested that financial recognition should be given to volunteers who spend significant amounts of time providing catering services for commercial meetings in the Hall. Norman explained that while he and the Committee fully appreciated the level of effort, it is not possible for payment to be made to Committee members as there is a specific term within the Trust Deed that precludes it. There was a further short discussion regarding the payment of the Caretaker's Honorarium and it was concluded that this did not fall under the same provision. Errol offered to forgo the Honorarium if the Committee considered it inappropriate. OSCR regulations also provide guidance on remuneration of Charity Trustees, which we need to take into account.
- *Oil tank* was filled up - **Action complete**
- *Electrical fault* in the lighting in the main Hall is still not repaired. Errol has contacted David Menzies but so far a date for the work has not been arranged. Errol will continue to chase.
- *Alan Smart* thanked - **Action complete**
- *Hall Hire Agreement*. No progress on creation of new Hire Agreement; this item is ongoing. **(Action Pat U)**

**Glenmoriston Millennium Hall Management Committee  
Minutes of Meeting held Thursday 20th September 2007**

#### **4. Deed of Trust Objects**

Norman explained that the Deed of Trust stated that any local Group may nominate a representative for the Hall Committee. Although the Committee already has a representative from the main Hall user clubs and groups, there are other groups that could be eligible.

These were identified as:

- Recycling Group
- Glenmoriston Heritage Group
- Invermoriston in Bloom
- Loch Ness Gun Club

Norman is to approach these to see if they would wish to nominate a representative. This would help to expand the Committee and promote a wider involvement from the community. **(Action Norman)**

#### **5. Secretary's Report**

Cherry reported that Lite Bites had again been a success, although the effort for herself and Clare as coordinators had been significant. Letters of thanks have been sent to all the helpers. A card has been received from Christine MacDonald on behalf of the Senior Citizens, thanking the Committee for the opportunity to organise 3 days, which raised £711.

Since the last meeting there have been a number of lets, both community and commercial as follows:

- FAGBI
- 2 Ceilidh Dance sessions
- 3 Functions
- 1 Clothing Sale
- 3 Highland Council
- 5 NHS
- 4 Casual Bowls
- 1 private party

Free Meeting Room usage by Connie, Church, GLEN, Danny Alexander, Heritage Group, Community Company and Invermoriston in Bloom.

£59 was raised providing refreshments for a Great Glen Way walking group organised by the Rangers.

Scottish Country Dance restarted on 5th September and there will be twice monthly Ceilidh Dance sessions through the winter. Bowls starts on 1st October and Badminton in early October.

The children's dance class has ceased. Donna Young has sent a card thanking the Committee for the use of the Hall and help given to her.

#### **6. Treasurer's Report**

Financial summary as at 31/8/07 is attached to these minutes. This covers the full financial year and shows a surplus of income over expenditure of £8,599. This figure will be reduced by depreciation which is not included and there are some expenses

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still to come. Worthy of particular note is the nett income from Catering of £3,746 and from Lite Bites £2,458. Building costs are reduced significantly on last year, mainly due to the exceptional cost of floor refinishing last year.

Betty questioned whether the level of catering being undertaken now might lead to "volunteer fatigue". There was some discussion around the issue and it was concluded that the situation was under control at present, but that alternative ways of providing food, such as buying cakes etc. could be used at any time, at Cherry's discretion.

In view of the income surplus this year the possibility of hosting a free social event open to the community was considered. This will be further followed up by GLEN as part of the programme for next year. **(Action GLEN)**

### **7. Caretaker's Report**

Other than routing monitoring of the safety equipment there has been no significant maintenance since the last meeting.

The heating is now being scheduled each week.

### **8. GLEN Report**

The Fun Day held on Sunday 16th was again a success. Attendance at the children's disco was poor and the evening was concluded before the senior disco, again through lack of attendance. The event more or less broke even financially.

Thanks are due to David Tate for all the work in setting up the disco and to him and Phil Mansell for their awe inspiring live session.

Craft Fayre is on 10th November and St Andrews Night on 23rd November.

A meeting to discuss next year's programme is to be held shortly and the proposed "Community " event will also be raised.

### **9. Minute Secretary Resignation**

Norman read out a letter of resignation from Pat Tate. The Committee expressed its regret and thanks to Pat for her input.

Pat U agreed to act as Minute Secretary until the vacancy is filled and the Committee was asked to consider potential candidates and advise Norman who will make a personal approach.

### **10. AGM**

A date for the AGM was fixed as Thursday 29th November at 7:30pm. There will be a short committee meeting at 7:00pm and the AGM will be followed by cheese and wine.

### **10. AOB**

Alan again expressed thanks to the Committee on behalf of the Senior Citizens for the fund raising opportunity in Lite Bites, which had been of significant help in boosting the funds for the annual party.

**Glenmoriston Millennium Hall Management Committee  
Minutes of Meeting held Thursday 20th September 2007**

Betty noted that the kitchen curtains tended to get wet when the kitchen is being used for Lite Bites or catering and that some fungal growth is evident; she asked if they could be removed or adjusted as there is a possible hygiene risk. In any case the curtains need to be washed or cleaned.

The possibility of tiebacks/clips to be considered **(Action Errol)**

**11. Date of Next Meeting**

Thursday 18th October at 7:30pm.

**Glenmoriston Millennium Hall**

**Profit & Loss [Last Year Analysis]**

**September 2006 to August 2007**

	This Year	Last Year	£ Difference	% Difference
<b>Income</b>				
Donations	£175.00	£150.00	£25.00	16.7%
Grants				
Scottish Arts Council	£0.00	(£759.50)	£759.50	100.0%
Highland Council PAN Grant	£0.00	£24.00	(£24.00)	(100.0%)
Total Grants	<u>£0.00</u>	<u>(£735.50)</u>	<u>£735.50</u>	<u>100.0%</u>
HC Share of Utilities	£1,283.55	£1,926.98	(£643.43)	(33.4%)
Hall Hire				
Clubs & Community	£2,158.50	£1,484.00	£674.50	45.5%
Commercial Organisations	£2,526.50	£2,739.25	(£212.75)	(7.8%)
PA System Hire	£75.00	£0.00	£75.00	NA
Total Hall Hire	<u>£4,760.00</u>	<u>£4,223.25</u>	<u>£536.75</u>	<u>12.7%</u>
Catering				
Catering Services	£4,858.65	£3,835.50	£1,023.15	26.7%
Functions & Events				
GLEN Events	£2,878.52	£3,015.73	(£137.21)	(4.5%)
Lite Bites	£3,019.89	£2,700.00	£319.89	11.8%
Total Functions & Events	<u>£5,898.41</u>	<u>£5,715.73</u>	<u>£182.68</u>	<u>3.2%</u>
Total Income	<u>16,975.61</u>	<u>£15,115.96</u>	<u>£1,859.65</u>	<u>12.3%</u>
<b>Cost of Sales</b>				
Gross Profit	<u>16,975.61</u>	<u>£15,115.96</u>	<u>£1,859.65</u>	<u>12.3%</u>
<b>Expenses</b>				
Utilities				
Gas & Oil	£1,288.21	£1,724.05	(£435.84)	(25.3%)
Electricity	£817.53	£1,121.48	(£303.95)	(27.1%)
Metered Water Supply	£590.10	£632.43	(£42.33)	(6.7%)
Total Utilities	<u>£2,695.84</u>	<u>£3,477.96</u>	<u>(£782.12)</u>	<u>(22.5%)</u>
Admin Costs				
Insurance	£652.81	£749.16	(£96.35)	(12.9%)
Accountancy & Bank Charges	£0.00	£105.00	(£105.00)	(100.0%)
Subscriptions	£25.00	£25.00	£0.00	0.0%
Miscellaneous	£57.99	£251.65	(£193.66)	(77.0%)
HC Licenses	£0.00	£110.00	(£110.00)	(100.0%)
Depreciation	£0.00	£1,284.65	(£1,284.65)	(100.0%)
Total Admin Costs	<u>£735.80</u>	<u>£2,525.46</u>	<u>(£1,789.66)</u>	<u>(70.9%)</u>
Building Costs				
Cleaning	£500.06	£313.11	£186.95	59.7%
Cutlery Crockery & Kitchen	£47.94	£18.51	£29.43	159.0%
Repairs & Maintenance	£1,166.80	£4,897.76	(£3,730.96)	(76.2%)
Caretaker's Honorarium	£400.00	£400.00	£0.00	0.0%
Total Building Costs	<u>£2,114.80</u>	<u>£5,629.38</u>	<u>(£3,514.58)</u>	<u>(62.4%)</u>
Events & Fundraising Costs				
Lite Bites	£561.43	£0.00	£561.43	NA
Maggies Catering	£586.82	£0.00	£586.82	NA
GLEN Event Costs	£2,234.72	£3,970.30	(£1,735.58)	(43.7%)
Total Events & Fundraising Costs	<u>£3,382.97</u>	<u>£3,970.30</u>	<u>(£587.33)</u>	<u>(14.8%)</u>
Catering Costs				
Catering	£525.46	£1,083.46	(£558.00)	(51.5%)
Total Expenses	<u>£9,454.87</u>	<u>£16,686.56</u>	<u>(£7,231.69)</u>	<u>(43.3%)</u>
Operating Profit	<u>£7,520.74</u>	<u>(£1,570.60)</u>	<u>£9,091.34</u>	<u>578.8%</u>
<b>Other Income</b>				
Interest Income	£1,078.65	£1,021.37	£57.28	5.6%
Total Other Income	<u>£1,078.65</u>	<u>£1,021.37</u>	<u>£57.28</u>	<u>5.6%</u>

**Glenmoriston Millennium Hall**

**Profit & Loss [Last Year Analysis]**

**September 2006 to August 2007**

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	<b>This Year</b>	<b>Last Year</b>	<b>£ Difference</b>	<b>% Difference</b>
Other Expenses				
Net Profit / (Loss)	<u>£8,599.39</u>	<u>(£549.23)</u>	<u>£9,148.62</u>	<u>1,665.7%</u>