

**GLENMORISTON MILLENNIUM HALL MANAGEMENT COMMITTEE
MINUTES OF MEETING HELD ON THURSDAY, 22 MAY 2008**

Present : Trish Archibald, Agnes Bell, Cherry Duncan, Norman Hill, Carol Hunter, Clare Levings, Errol Levings, Heather Smart, Pat Ungless, Barbara Withers

1. **Apologies**

Alan Draper, David Gillies, Kirsteen Mackenzie and Hugh Watt

2. **Minutes of last Meeting held on Thursday, 10 April 2008**

Proposed by Clare.

Seconded by Heather.

3. **Actions Arising from Previous Meeting**

a. *Fire Resistance Round Oil Tank* – Acquired appropriate paint awaiting application.

Errol

b. *Fire Damper for Kitchen Fan* – This has been ordered and delivery is imminent.

Errol

c. *Storage of Public Toilet Consumables* – Was advised by Lorna (Council) to reduce stock. This has been done. Trish will order as and when required. Delivery can be on a weekly basis. In the meantime the minimized stock is still housed in the boiler room with no obvious risk.

d. *Accident Book* – Norman advised that ‘Accident Incident’ forms are now housed in folder in plastic box on wall in the kitchen. There are five forms marked 001 – 005. In accordance with the Data Protection Act there is an index relating to the ‘Accident Incident’ forms in the Health and Safety box.

e. *Modification of Hirer’s Information Sheet and Exit Tick List – Reporting of Accidents*

Pat

f. *Recycling Bins* – Norman has spoken to Heather and Alan and the issue has been brought up at the FAIR meeting. Norman to report on subject periodically.

Norman

g. *Hairdresser Services* – Agnes has not heard back from the lady who approached her despite inviting her to speak to the Committee. Unless she gets in touch it was suggested that this ‘Action’ be dropped.

h. *Landscaping Proposal by Willie* – Trisha has spoken to and received approval from Margaret Davidson of the Highland Council for the works to be carried out. Chips and paving slabs can be delivered as soon as possible and we will not be charged for

delivery. There is Community Council funding for a picnic table. It was suggested that the Committee pays for tubs and plants for the 1st year. Ask Council for future input.

Trisha

4. **Secretary's Report**

Community Groups - Since the last meeting there have been 2 NHS lets, 1 Highland Council, 1 FAGBI, 1 ceilidh dance afternoon and 1 church service.

Badminton and Scottish dancing have finished until September with the latter being moved to the 1st Thursday.

Bowls meeting on the first two Mondays of June, July and September.

Social Events – Evergreen had an informal evening of music. There have been 2 private functions – a birthday party and Session A9.

June will be quite busy with 3 private functions booked, several NHS lets and 2 GLEN events.

FAGBI ceilidh postponed from beginning to end June.

Ballroom dancing will be starting every 3rd Sunday from Sunday [to be finalised].

5. **Treasurer's Report**

YTD Financial Report (attached) was circulated. Income is slightly down on last year but of no great concern. Oil has been delivered and tank now full. Electricity is due to go up. Renewed 3-year contract with Scottish Hydro – not reflected in figures. Insurance cost up £40 on last year. Fire extinguisher checks and fan duct accounted for. Maggies expenses still incomplete. Cost of food is up on last year.

Norman and Pat have produced the Charity Regulators' Report and Accounts together with the Trustees' Report. The financial statement from last September went off mid-May.

6. **Caretaker's Report**

Errol informed the Committee that the boilers were due to be inspected shortly. External tap has been replaced and is in good working order and making less mess than the previous one. The actions from previous meetings are being dealt with accordingly.

7. **GLEN Report**

In addition to the current GLEN listing there will be an appearance on 11 October of Tim Kliphuis – Swing Jazz.

8. **Maggies Monster Bike & Hike**

The event went very well with more than 650 competitors coming through. At the end of the day we only had 4 pieces of baking left. Sue, the Chief Marshal, managed to get everything taken away on the Saturday evening and Heather had organised a special cleansing uplift on the Monday morning. We received a selection of T-shirts with a Thank You card. Cherry has written to see if more T-shirts can be supplied for the helpers.

The only downside to the event was that someone (to remain nameless) in the village reported to the Police that the band outside was too loud and the Police came to ask them to turn the volume down. Cherry was approached by a few villagers saying that they thought the complaint very unfair.

On the food side of things it was suggested that perhaps the size of rolls were too big. **Trisha, Cherry and Norman** have been tasked to approach Brakes, Scotbake and Bookers respectively to find out what type and size of rolls they have to offer and whether or not they can deal direct with us in order to reduce future costings.

Norman handed Maggies file over to Cherry.

9. **Any Other Business**

Cherry via Pat has received a 'Council Voluntary Services' booklet. **Norman** volunteered to read the booklet and report back on its relevancy to the Committee.

Further to a request put forward at the last meeting for a possible Open Day at the shooting club, David Gillies has come back to say he would be more than willing to organise such an event and has requested some possible dates. **Clare** will get back to David with this information.

Norman mentioned that the Public Entertainment Licence was due for renewal in October. Relevant checks would have to be carried out.

10. **Date of Next Meeting**

Thursday, 10 July at 1930.

Glenmoriston Millennium Hall
Financial Statement for FY 07/08 as at 22 May 2008

note:	Prev Report	Y to Date	Change	Comment	Prev Year
<u>Income</u>					
Grants					
Highland Council PAN Grant	£0	£0	£0		£0
Scottish Arts Council	£0	£0	£0		£0
Total Grants	£0	£0	£0		£0
Donations					
Hogmanay Donation	£150	£150	£0		£150
Feis	£0	£0	£0		£25
Total Donations	£150	£150	£0		£175
Highland Council					
HC Share of Utilities	£423	£1,043	£620	Electricity, Oil & Water	£728
Total Highland Council	£423	£1,043	£620		£728
Hall Hire					
Clubs & Community	£1,383	£1,553	£170	2 Functions 2 Ceilidh Dance	£1,652
Commercial Organisations	£1,327	£1,496	£169	NHS HC FAGBI	£1,819
PA System Hire	£25	£75	£50	NHS	£50
Total Hall Hire	£2,735	£3,124	£389		£3,521
Catering					
Catering Services	£4,248	£4,270	£22	NHS Tea/Coffee	£4,298
Lite Bites (Nett)	£0	£0	£0		£80
Total Catering Services	£4,248	£4,270	£22		£4,378
Functions & Events					
GLEN Events	£2,183	£2,183	£0		£2,879
Total Functions & Events	£2,183	£2,183	£0		£2,879
Total Income	£9,739	£10,770	£1,031		£11,681
<u>Expenses</u>					
Utilities					
Gas & Oil	£0	£1,427	£1,427	Heating Oil	£637
Electricity	£714	£918	£204	Monthly DDs	£918
Metered Water Supply	£301	£493	£192		£412
Total Utilities	£1,015	£2,838	£1,823		£1,967
Admin Costs					
Bank Charge	£0	£0	£0		£0
Subscriptions	£0	£0	£0		£0
Insurance	£0	£701	£701		£661
Miscellaneous	£0	£0	£0		£26
HC Licenses	£0	£0	£0		£0
Total Admin Costs	£0	£701	£701		£687
Building Costs					
Cleaning	£216	£216	£0		£149
Repairs & Maintenance	£1,147	£1,324	£177	Fire Exts & Fan Duct	£639
Kitchen Consumables	£0	£0	£0		£38
Caretaker's Honorarium	£0	£0	£0		£0
Total Building Costs	£1,363	£1,540	£177		£826
Events & Fundraising Costs					
GLEN Event Costs	£1,068	£1,068	£0		£2,215
Total Events & Fundraising Costs	£1,068	£1,068	£0		£2,215
Catering Costs					
Catering	£356	£371	£15	Lunch expenses	£468
Maggies	£0	£723	£723	Incomplete	£587
Total Catering Costs	£356	£1,094	£15		£1,055
Total Expenses	£3,802	£7,241	£2,716		£6,750
Interest Income	£1,455	£1,455	£0	6 mths interest	£1,079
Operating Surplus/Deficit	£7,392	£4,984	£2,408		£6,010
<u>Cash Flow</u>					
Funds as at		10/4/08	22/5/08		
Current Account		£582	£1,211		
30 day Account		£39,147	£39,411		
Cash		£33	£26		
Total		£39,762	£40,648		

Notes