

**GLENMORISTON MILLENNIUM HALL MANAGEMENT COMMITTEE  
MINUTES OF MEETING  
HELD ON THURSDAY, 23 APRIL 2009**

**Present :** Jo Adams, Agnes Bell, Alan Draper, Cherry Duncan, Carol Hunter, Errol Levings, Clare Levings, Christine MacDonald, Heather Smart, Pat Ungless and Barbara Withers

**1. Apologies**

Trish Archibald, David Gillies, Kirsteen MacKenzie, and Hugh Watt

**2. Minutes of Last Meeting Held on Wednesday, 4 March 2009**

Proposed by Cherry.  
Seconded by Barbara.

**3. Actions Arising from Previous Meeting**

- a. *Public Toilets* – Still waiting on a key. Nothing else to report.
- b. *Landscaping* – Work has started and is ongoing.
- c. *Kitchen Stock* – It was Clare's recommendation that we leave the purchase of the water boiler on the back burner. This recommendation comes further to a 'not efficient' feedback from various halls in the area that are already in possession of water boilers. It was agreed that the 3 air pots recently purchased are more than adequate for our needs at the present time.
- d. *Investing Money in a Bond* – £30,000 has been invested as agreed at the last meeting – see attached Treasurer's Report.  
[Alan asked why there were only 2 signatories, acting on behalf of the Committee, lodged with the Charity Bank. Having had recent dealings with the Charity Commission he pointed out that 3 signatories were required for a charity organisation to operate. If we had a Chairperson he/she could act as 3<sup>rd</sup> signatory. The lack of a Chairperson was then brought up and it was decided that we should do something about filling the position. See Any Other Business.
- e. *Hall Ventilation* – pending.

**ERROL  
TRISH**

**ERROL/PAT**

**4. Secretary's Report**

Commercial Lets – Inverness Plan, Forestry, 5 x NHS, Watching Wildlife, Trees for Life, NFU and BBC (Take the Floor recording).

Local Lets – 2 x Open Floor, 2 x Ballroom, 1 x Ceilidh Dancing, 1 x Heritage Group and 1 x Community Company.

Functions – 2 x Scottish Dance Group.

Free Lets – 1 x Kirk, 2 x Anniversary Meetings, 10<sup>th</sup> Anniversary Celebration and Maggies Organisation Meeting.

The Scottish Canoe Association's Wet West Paddlefest 2009 is to be held during the weekend 19/20 September. Day yet to be decided on. As it won't be held on the first weekend of the month, the Church Service will not be affected.

Letter received from John Morris with regard to safety procedures for the upcoming Maggies event. Reply has been sent with relevant information.

Letter from the Highland Council with regard to the catering side of our business. Phone call made to the relevant department at the Council and was told that we need to register as we are not a domestic business. Form with relevant information being sent shortly.

### Maggies

We are catering for around 620 this year. Betty, Jean, Clare and Cherry met on Tuesday, 21 April to arrange the catering side of things. Betty has arranged with Redburn Cafe to get hoagies, Jean is getting lettuce, etc. from Williamsons and Betty and Cherry are going to be going to Bookers to do a big shop prior to the event. Sheets for helpers and bakers were passed round the meeting.

### 10<sup>th</sup> Anniversary Celebrations

I am sure that those of you who attended will agree that it was a splendid night. Thanks must go to the food preparation team. We have re-named Betty Draper the Sandwich Queen.

The only person not officially thanked was Patrick (appropriately dressed) who acted as MC and organised the big pictures and the slide show assisted by Errol.

I would like to thank you all for the beautiful bouquet of flowers that I received on the night as would Clare I'm sure. It was a lovely surprise for both of us. The work we do for the Hall is only possible because we have a band of excellent helpers.

### BBC's Take the Floor

On Wednesday, 22 April the BBC did a live recording of Take the Floor. There were around 100 people who enjoyed dancing to the music of Nicky McMichean's Scottish Dance Band and listening to special guest Rachael Walker accompanied by Ewan Robertson and Marc Clements on guitar and Ewan Henderson and Charlie McKerron on fiddle.

The BBC were extremely pleased and thanked us for our hospitality and hope to come back again.

The programme is to be broadcast on Saturday, 25 April on Radio Scotland 92 – 95 FM and 810 MW at 7.05 p.m. It will also be on their website for a week.

### Magician Evenings

Jan Culshaw has booked Thursday evenings for the months of July and August.

### Lite Bites

After a meeting, it was decided to run Lite Bites for 4 weeks starting Tuesday, 21 July. Clare, Cherry and Jean are prepared to do a week each with Clare and Cherry doing the last week. Senior Citizens might be doing 2 weeks at the end.

[Alan came in at this point and informed the Committee that, in his opinion, £15/per day was far too much to charge the Senior Citizens Club for Lite Bites. He would be putting it to the Club's next meeting that they not do Lite Bites this year. After lengthy discussions, it was agreed by the Committee members that the Senior Citizens Club could have the hall for free during their Lite Bites fortnight if they were to pursue.]

## **5. Treasurer's Report**

See attached Financial Statement which is self-explanatory. Last year's accounts have now been finalised. The 2 Open Mike nights have been well attended with 33 attending at the first night and 24 at the 2<sup>nd</sup>.

## **6. Caretaker's Report**

Fire equipment has been serviced.

The emergency lighting has been tested and comes within the '3-hour' regulation. The hose to the gas bottle has been changed – this should be done every 5 years to conform to safety regulations.

Finials need painting.

We need to keep an eye on the centre of the hall's floor which is getting worn.

The repair to the stained carpet is ongoing.

## **7. Any Other Business**

Clare brought up the subject of the annual cleaning of gutters, etc. Sunday, 3 May at 11 a.m. has been earmarked.

Pat mentioned that the cleaning of the hall, at times, left something to be desired.

Door mats need replacing.

**ERROL**

Cherry informed the Committee that the Hall had been booked from 12.30 – 4.30 p.m. on Sunday, 31 May by the Jehovah's Witnesses. Errol said he would open up the Hall for them.

Chairperson

As no-one was forthcoming, Alan said that he knew of someone who might do it. He would get in touch with said person and report back.

Clare said that if the person who Alan had in mind did not want to take up the position she would do it until the AGM in November.

8. **Date of Next Meeting** – Thursday, 11 June at 7.30 p.m.

**Glenmoriston Millennium Hall**  
**Financial Statement for FY 08/09 as at 23 April 2009**

	Prev Report (Mar 09)	Year to Date	Since Previous Meeting	Previous Year to Apr 08	This year - Last Year to Date
<b>note: <u>Income</u></b>					
<b>Grants</b>					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
<b>Total Grants</b>					
<b>Donations</b>					
	£0	£0	£0	£150	(£150)
	£0	£0	£0	£0	£0
	£0	£0	£0	£150	(£150)
<b>Highland Council</b>					
1	£711	£813	£102	£423	£390
	£711	£813	£102	£423	£390
<b>Hall Hire</b>					
2	£1,049	£1,817	£768	£1,383	£434
3	£831	£1,408	£577	£1,327	£81
	£0	£0	£0	£25	(£25)
	£1,880	£3,225	£1,345	£2,735	£490
<b>Catering</b>					
4	£1,693	£2,297	£604	£4,248	(£1,951)
	£0	£0	£0	£0	£0
	£1,693	£2,297	£604	£4,248	(£1,951)
<b>Functions &amp; Events</b>					
5	£1,280	£1,902	£622	£2,183	(£281)
	£426	£426	£0		£426
	£1,706	£2,328	£622	£2,183	£145
<b>Total Income</b>					
	<b>£5,990</b>	<b>£8,663</b>	<b>£2,673</b>	<b>£9,739</b>	<b>(£1,076)</b>
<b><u>Expenses</u></b>					
<b>Utilities</b>					
	£838	£838	£0	£0	£838
6	£612	£595	£17	£714	(£119)
	£292	£429	£137	£301	£128
	£1,742	£1,862	£120	£1,015	£847
<b>Total Utilities</b>					
<b>Admin Costs</b>					
7	£0	£25	£25	£0	£25
	£135	£135	£0	£0	£135
	£0	£0	£0	£0	£0
	£33	£33	£0	£0	£33
	£10	£10	£0	£0	£10
	£178	£203	£25	£0	£203
<b>Total Admin Costs</b>					
<b>Building Costs</b>					
	£18	£18	£0	£216	(£198)
8	£277	£529	£252	£1,147	(£618)
	£21	£21	£0	£0	£21
	£0	£0	£0	£0	£0
	£316	£568	£252	£1,363	(£795)
<b>Total Building Costs</b>					
<b>Events &amp; Fundraising Costs</b>					
9	£865	£1,782	£917	£1,068	£714
	£865	£1,782	£917	£1,068	£714
<b>Catering Costs</b>					
	£235	£447	£212	£356	£91
10	£0	£0	£0	£0	£0
	£235	£447	£212	£356	£91
<b>Total Catering Costs</b>					
<b>Total Expenses</b>					
	<b>£3,336</b>	<b>£4,862</b>	<b>£1,526</b>	<b>£3,802</b>	<b>£1,060</b>
11	£822	£1,170	£348	£1,455	(£285)
<b>Operating Surplus/Deficit</b>					
	<b>£3,476</b>	<b>£4,971</b>	<b>£1,495</b>	<b>£7,392</b>	<b>(£2,421)</b>
<b>Cash Flow</b>					
		<b>4/3/09</b>	<b>23/4/09</b>		
		£4,218	£5,562		
		£40,233	£10,580		
		£0	£30,000		
		£15	£241		
		<b>£44,466</b>	<b>£46,383</b>		

**Notes**

- 1 Water Contribution
- 2 Clubs to March, Church Ceilidh, Various kinds of dancing
- 3 NHS, Forestry, BBC, TFL, Comm Co., Alba Interpretation
- 4 NHS, Forestry, NFU
- 5 Open Floor Nights, 10th Anniversary Function Bar Sales
- 6 New Accounts System
- 7 Debbie Billington's Fees
- 8 MacGregor Fire Equipment Inspections/Service
- 9 10th Anniversary Costs. Nett cost of Event £419
- 10 Maggies not yet billed £2105 for catering plus hall hire
- 11 30 day Account Interest Sep-March