

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 23 February 2016

Present: Phil Mansell, Pat Ungless, Cherry Duncan, Christine MacDonald, Agnes Bell, Debbie Cox, Betty Draper, Jean Plater, Graham Wood, Jon Smith, Carol Pritchard

Apologies from Hugh Watt, Rachel Hayes.

1. Minutes of Meeting 16 January 2015

Were proposed and seconded and approved as being correct

2. Actions Outstanding from Previous Meeting

- a. **Hand Dryers in Public Toilets** – Errol has emailed progress and it is agreed that the Hall funds will pay for a second dryer in each of ladies and gents toilets to be fitted at same time as one paid for by Highland Council. Should be fitted soon.
- b. **Accounts and OSCR Returns** – all complete
- c. **Fire Risk Assessment follow up** – Jon has been in touch with Alec who prepared the original assessment for indication of costs or who to contact. Awaiting response.
- d. **Key holder audit** – list passed round to be updated with key number and holder's contact details.
- e. **Purchase of chest freezer** – purchased and paid for.
- f. **Occasional licence for canoe event** – definition of licence seems to exclude Hall applying for such a licence unless whole event is run by Hall, so we could not apply for and run bar for canoe event.
- g. **Plan of light switches** – Phil will put a notice up near the stage to identify where the switches are located.
- h. **Dishwasher functioning and instructions** – complete
- i. **Fencing at rear of Hall** – Jon will look at this

3. Burns and Beyond (the alternative event)

Plans are progressing but will be better to hold it later in the year to ensure is well planned and successful.

Decision – not to hold it on 19 March but penciled in 24 September instead

4. Secretary's Report

Lets since 18 January

- Local clubs plus Glenmoriston Deer Group
- Private – Margaret Davidson, Ambulance
- Commercial – SW Skye, NFU
- Free – Children's Committee, Care in the Community, Community Council, Kirk, Ceilidh night.

Coming up

- Community Company have booked Hall on 1 March for open evening about the surgery plans
- Scottish Canals have booked 4 days in March for training
- Bluewater Blues Band have booked event for night of 26 March

5. Treasurer's Report

A summary of receipts and payments was available showing a surplus in funds for the period since the last meeting and since the financial year started in September. The Hogmanay event made a surplus of £525.85. Will be buying oil soon.

BT bill is expensive - may be worth looking at alternatives again

6. Caretaker's Report

- Continuing to deal with fire risk assessment work
- Will look at fencing as asked
- Hall heating – has not changed what Errol did but some comments that Hall cold. Discussed how long heating needed to be on in advance of event and whether timing clocks are accurate. Jon will look at them and at timing. Will allow extra time for setting up and switch on heating at 5.00 or 5.30 for Ceilidh nights.
- Need to buy oil this month and intend to use the community scheme.
- Think people are altering radiators and will keep an eye on that.

7. AOB

- The insurance certificate and invoice has been sent to Carol. **Action** –Carol to bring certificate to Hall and pass invoice to Treasurer
- One of kettles in kitchen works intermittently. **Action** – buy a new one to replace faulty one
- Betty will be leaving the village soon and someone else from bowling club will come to meetings in her place.
- Lesly Dunn from Craft Club has asked to borrow our big screens to display her quilts at the Church Hall in Fort Augustus on 20/21 May. Agreed to lend them to her for no charge
- Do we need to have PAT Testing done? Think last test 2013. **Action** –Jon to check with Errol about who has done it in past and arrange if now necessary
- Could the day and/or time of meetings be changed so that Rachel could attend? Discussed alternatives but felt most members of committee could come on Tuesdays at 7.30

8. Date of Next Meeting – 5 April 2016 at 7.30