

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 24th January 2018

Present: Cherry Duncan, Clare Levings, Phil Mansell, Jon Smith, Catherine Thomson, Patrick Ungless, Robert Ungless, Graham Wood.

The Chairman welcomed Catherine as the Painting Club Representative.

- 1) **Apologies:** Agnes Bell, Debbie Cox, Christine MacDonald, Jean Plater, Carol Pritchard and Hugh Watt
- 2) **Minutes of Meeting 1st December 2017**

Proposed by Patrick and seconded by Graham
- 3) **Matters Arising**
 - a) Fire Risk Assessment – See Caretaker’s report.
 - b) Order of St John Burns Supper – date confirmed as 16th March.
 - c) Public Entertainment License – Cherry reported that this has been received.
 - d) Letter of Thanks – Cherry reported that this has been done.
 - e) Notice Board – Carol reported that Derek has fixed it.

4) **Hogmanay**

Graham thanked Phil and Robert for playing again for Hogmanay which was a very good evening and thoroughly enjoyed by everyone who attended.

However, Cherry suggested that maybe it was time to look for alternative musician/s rather than relying on Phil and Robert. Following discussion Graham and Cherry agreed to try and find another musician/band recognising this should be done sooner rather than later.

5) **Hall Signage**

Graham reported that with Errol’s assistance the letter ‘L’ on the front outside wall of the hall was taken down before Christmas as it was hanging off. Whilst it was thought a good idea to have the whole sign checked out Jon said that Acorn signs who originally put the letters up were not interested in the job. Graham is confident he can reach to replace the ‘L’ with the aid of a ladder and it was agreed he should go ahead and do this. If any more letters became loose then another solution must be sought.

6) **Spring Clean**

Clare asked if/when a spring clean was organised as both outside and inside the hall could do with one recognising that ad hoc cleaning/sorting was done throughout the year. Agreed to schedule this to take place March/April when the weather will hopefully be more favourable.

7) **Community Action Plan Steering Group**

Phil said that he had received a letter from Harry Whiteside of the Community Company asking if anyone would be interested in attending this meeting. With very little information to go on Clare and Graham volunteered to attend on Monday 29th January at 5 p.m. in the Village Hall, Fort August to see what it was all about.

8) **Secretary's Report** – since 4th December 2017

Local Clubs

Private – Ambulance and Zumba

Commercial – SW Skye

Free – Children's Christmas Party, 2 x Kirk, Senior Citizens Dinner

Our Christmas Tree this year came from Dundreggan courtesy of Allan and Dougie. A letter of thanks has been sent to them.

After decorating the hall for the December Ceilidh it had to be cancelled due to bad weather.

The Church held a Carol Service on Sunday 17th December.

Travelling conditions had eased by Hogmanay but the Ceilidh wasn't as well supported as usual possibly due to the weather.

The Church service in January took the form of a Bereavement service which was well attended.

The inclement conditions returned in the new year and affected some of the clubs meeting the week beginning 15th January.

Monthly bookings from the Ambulance service have been received up till August and 4 bookings from SW Skye who are now called Care and Learning; the bookings come from Fort William.

Jon has arranged for electrical work to be carried out – see Caretaker's report.

9) **Treasurer's Report** –

Treasurer's Report for Meeting 17 January 2018

Summary of Receipts and Payments since previous meeting (1/12/2017 to 14/1/2018) shows net gain of £460.49.

This includes Hogmanay - summary attached.

Discussion followed regarding financial and support of this event. Robert agreed to join forces with Graham and Cherry to revisit how the evening works and see what may be done to encourage more local support in particular.

Receipts less Payments since the start of the Hall's financial year 1st September 2017 shows a net reduction to funds of £381.79.

Clubs have been invoiced for hall hire for the 3 months to 31 December 2017. Yoga and Music Group payments are included; others outstanding total £533.

Accounts inspection for OSCR was completed in December and the annual return completed

10) **Caretaker's Report**

Fire Risk Assessment –

This now looks to be moving forward, having received provisional dates for the work to start, it is hoped to begin on Monday 26th February and taking 3 days to complete, this includes doing the new lighting in the meeting room and kitchen, together with the fire system upgrade. Andy Kearns needs to get a look at this to see what we need, I have given him dates that are now gone, so hopefully he'll be in touch soon to have a look. It was agreed that standard white for the light tubes would be preferred. The 3 working days is just day time leaving the hall free for evening use. I've spoken to Cherry with regards to Bowls on Monday afternoon and Errol with regards to Yoga on the Tuesday, that will need to be cancelled.

Septic Tank: This appears to be behaving itself, with just one trip out, could see no obvious reason for it, I expect them to trip in the next few days with all the ground water that's around.

A gas cylinder will need to be changed and will sort in the next week or so.

11) **A.O.C.B.**

a) **Drainage.**

In response to his letter Patrick reported that he had received a reply from Kelly Hall, Highland Amenities Officer. “The Property Management Team have instructed Aecom to carry out initial site surveys and to produce a scope of works which will detail options and

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costs. The specialist consultant will establish exactly what is required and identify the best option for going forward. We are now waiting for confirmation from the Project and Consultancy teams so we can engage with Aecom and get things progressing faster. Amenities Services have agreed to pay Aecom for the scope of works and Colin Gray and his team are leading on this aspect of the work”

b) Jon told the Committee that he is looking for a new job which may mean he will no longer be able to be the hall cleaner but will keep the Committee informed.

c) Graham mentioned that he and Errol had removed branches from the side of the hall.

d) Cherry and in her absence Debbie both raised the issue that the What’s On information for the hall is out of date. Following discussion it was agreed that at the next meeting the possibility of putting together a newsletter for distribution would be discussed. Everyone to think what this could look like and be included.

12) **Date of the Next Meeting**

Robert suggested that rather than putting up an Agenda each time a meeting was held would it be an idea to settle on a set day and interval between meetings and put just one notice up publishing the dates of the forthcoming meetings. This was agreed.

It was therefore agreed that where possible the meetings would be held on Mondays at 8 p.m. every 6 weeks.

The next meeting will take place on Monday 5th March at 8 p.m.

The meeting ended at 9.13.

Glenmoriston Millennium Hall - Receipts and Payments 1/12/17 -14/1/18

Date	Transaction	Receipt	Payment
Santander Current Account			
06/12/2017	Bank Cash	£300.00	
07/12/2017	NHS Highland	£59.00	
11/12/2017	Hogmanay Advance		£600.00
15/12/2017	TEC Services	£119.28	
15/12/2017	VESTAS Celtic Wind Technology Ltd (UK)	£213.00	
18/12/2017	Phone & Broadband		£53.86
18/12/2017	Electric Monthly DD		£148.00
28/12/2017	Cleaning		£120.00
02/01/2018	Insurance DD		£82.73
03/01/2018	Hogmanay Food		£65.21
03/01/2018	Deer Group	£20.50	
08/01/2018	Black Sacks		£15.77
10/01/2018	Social Work Services	£30.00	
11/01/2018	Bank Cash	£400.00	
11/01/2018	Hogmanay Bar & Food Balance	£669.61	
12/01/2018	VAL Accounts Inspection		£75.00
12/01/2018	Scottish Ambulance Service	£48.00	
	Totals	£1,859.39	£1,160.57
Santander Savings Account			
20/12/2017	Interest Dec	£20.67	
	Totals	£20.67	
Cash Float			
06/12/2017	Bank Cash		£300.00
01/01/2018	Hogmanay Band		£300.00
01/01/2018	Hogmanay Tickets	£564.00	
08/01/2018	Elaine Minshull Yoga	£105.00	
11/01/2018	Bank Cash		£400.00
12/01/2018	Music Group	£72.00	
	Totals	£741.00	£1000.00
Totals for Period		£ 2,621.06	£ 2,160.57
Receipts less Payments for Period		£ 460.49	

Balances Year to Date	31/8/17	14/12/18
Current Account	£6,340.51	£5,917.95
Savings Account	£62,827.95	£62,888.22
Cash	£239.47	£219.97
Total Funds	£69,407.93	£69,026.14
Change in funds 1/9/17 - 14/1/18	£ (381.79)	

Club invoices outstanding £533