

**Glenmoriston Millennium Hall Management Committee  
Minutes of Meeting held on Tuesday, 25<sup>th</sup> January 2011**

Present: Agnes Bell, Cherry Duncan, Clare Levings, Phil Mansell,  
Christine MacDonald, Barbara Philip, Barbara Withers, Patrick Ungless

1. **Apologies**

Hugh Watt, Errol Levings, Kirsteen MacKenzie, Heather Smart, Trish Archibald, Alan Draper.

2. **Minutes of Meeting 26 November, 2010**

Proposed by Barbara Withers and seconded by Cherry Duncan. The minutes were adopted as a true record and signed by the Chairman.

3. **Actions arising from previous meeting**

1. **Gents' Toilet Taps** - Clare said the Dripping Taps had been fixed and were no longer leaking.
2. **Outside Lights** - Time switches still to be set. **Action: Errol.**
3. **Hall Cleaning** - Clare said that we now have a Hall cleaner - Wendy Bullen of Riverside, however how & when she is to be paid is still to be agreed. Cherry will speak to Jean Curley who is putting together a list of cleaning materials required - dishwasher cleaning materials to be included on list. **Action: Cherry**
4. **Additional Hall Lighting** - Patrick and Phil informed the committee that the installation of additional light fittings round the sides of the hall had been completed. Pat drew attention to the existing stage lights which he said were not a permanent fixture. He proposed that they be replaced with two stage lights fitted on either side above the acoustic panel at an estimated cost of £245.00 and this was agreed. **Action: Patrick**
5. **Stage Backdrop** - Clare said that the cost of a Stage Backdrop would be £700 approx.. As this was quite a large expenditure, Clare suggested the Hall should apply for a Grant from the Community Company. Clare added that the hall would benefit with four additional light tables which could be included on the application form. It was agreed that she pursue this course, and download the application forms from the Community Company's website. **Action: Clare**
6. **Clearance of Accumulated Leaves** - Done
7. **Community Council/SSE Funding for Environmental Projects** - Funding for Replacing the Boiler - Clare mentioned that Errol is to attend the Community Council meeting being held at the hall on Thursday, 26 January at 7.30 p.m. to find out more about the grant. **Action: Errol**
8. Christmas Tree Lights - With thanks to the Badminton Club for supplying and to Susan Knott for donating these to the Hall.

4. **Matters Arising from A.G.M.**

Clare said that she is preparing an up to date list of Committee Members and pointed out that a Bowls Rep and a Rep for the new Craft Club is needed.

**Action: Barbara W and Cherry**

5. **Secretary's Report**

<u>Commercial Lets</u>	-	NHS x 2
<u>Local Lets</u>	-	Bowling Competitions, Quiz Night x 2, Ceilidh Dancing
<u>Free Lets</u>	-	Kirk x 3, Ceilidh Nights x 2, Carol Service, Hogmanay Burns Night Committee, Over 60's Dinner, Hall Committee and Community Council
<u>Private</u>	-	Deer Group

There were a few cancellations due to weather conditions. These were - 2 N.H.S meetings and National Farmers Union. Locally - 2 Bowls Nights, Country Dance Xmas Party which has been rescheduled for 4 February, and the Children's Xmas Party.

Maggies - Takes place on Saturday 30 April.

Cherry proposes to do letters of thanks to Trish and the people who were on the Cleaning Rota.

6 **Treasurer's Report**

Pat handed out copies of the Financial Statement to Committee members, and went through the report with them. Income was down by £2000.00 approx. on last year. Hogmanay generated an income of £445.00. Patrick said tickets for this event should be increased to £10.00.

Financial Statement for FY 10/11 as at 25<sup>th</sup> January 2011 is attached on a separate sheet.

7. **Caretaker's Report**

On behalf of Errol, Clare reported that a number of floor tiles in the Men's and Women's toilets were loose. It was suggested excessive heating whilst cleaning was cause of problem. Errol to speak to Highland Council regarding remedial work.

**Action: Errol**

**8. A.O.B**

1. Phil requested that he have a key for the P.A. cupboard. **Action: Clare.**
2. Clare suggested placing a bookcase in the hall foyer with an honesty box as a way of raising money and disposing of an accumulation of donated books.
3. Burns Night – 26th February 2011. 80 Tickets to be split between Clare/Phil/Adam. **Action: Phil**

Notable Dates: Phil and Pat Ceilidh Dancing - 19 March 2011  
Ceilidh Dancing - 20 March 2011

**9. Hogmanay 2011**

It was generally agreed by the Committee that Hogmanay 2010 had been a success despite the unusually high numbers of small children, which due to not being supervised by their parents, were running around wildly and this could have led to people being hurt. Everyone agreed that it was a good idea for the Hall to have a Hogmanay Ceilidh 2011 and that it would be best organized through a Hall Sub Committee that will get together later in the year. It was also agreed to invite Dram na Drouthy to play again. **Action: Clare**

**10 Date of Next Meeting**

**Thursday 10<sup>th</sup> March 2011 at 7.00 P.M.**

**Meeting ended at 5.25 p.m.**

**Glenmoriston Millennium Hall**  
**Financial Statement for FY 10/11 as at 25th January 2011**

	Prev Report FY Start	Year to Date (Jan 11)	Since Previous Meeting	Previous Year to end Jan 10	This year - Last Year to Date
note: <b>Income</b>					
<b>Grants</b>					
Highland Council PAN Grant	£0	£0	£0	£0	£0
Scottish Arts Council	£0	£0	£0	£0	£0
<b>Total Grants</b>	£0	£0	£0	£0	£0
<b>Donations</b>					
Falck Renewables	£0	£0	£0	£250	(£250)
Feis	£0	£0	£0	£0	£0
Total Donations	£0	£0	£0	£250	(£250)
<b>Highland Council</b>					
HC Share of Utilities	£0	£790	£790	£907	(£117)
<b>Total Highland Council</b>	£0	£790	£790	£907	(£117)
<b>Hall Hire</b>					
1 Clubs & Community	£0	£803	£803	£589	£214
Commercial Organisations	£0	£513	£513	£1,082	(£569)
2 Equipment Hire	£0	£25	£25	£0	£25
<b>Total Hall Hire</b>	£0	£1,341	£1,341	£1,671	(£330)
<b>Catering</b>					
3 Catering Services	£0	£880	£880	£2,243	(£1,363)
Maggies 2010	£0	£0	£0	£0	£0
Lite Bites	£0	£0	£0	£0	£0
<b>Total Catering Services</b>	£0	£880	£880	£2,243	(£1,363)
<b>Functions &amp; Events</b>					
4 Social Events	£0	£377	£377	£517	(£140)
5 Hogmanay	£0	£1,479	£1,479	£1,394	£85
<b>Total Functions &amp; Events</b>	£0	£1,856	£1,856	£1,911	(£55)
					£0
<b>Total Income</b>	<b>£0</b>	<b>£4,867</b>	<b>£4,867</b>	<b>£6,982</b>	<b>(£2,115)</b>
<b>Expenses</b>					
<b>Utilities</b>					
6 Gas & Oil	£0	£953	£953	£945	£8
Electricity	£0	£809	£809	£680	£129
Metered Water Supply	£0	£275	£275	£303	(£28)
<b>Total Utilities</b>	£0	£2,037	£2,037	£1,928	£109
<b>Admin Costs</b>					
Bank Charge	£0	£0	£0	£0	£0
Subscriptions	£0	£0	£0	£25	(£25)
Insurance	£0	£0	£0	£0	£0
Miscellaneous	£0	£0	£0	£1	(£1)
HC Licenses	£0	£0	£0	£0	£0
<b>Total Admin Costs</b>	£0	£0	£0	£26	(£26)
<b>Building Costs</b>					
7 Cleaning	£0	£0	£0	£0	£0
8 Repairs & Maintenance	£0	£345	£345	£200	£145
Lanscaping Project	£0	£0	£0	£0	£0
9 Kitchen Consumables	£0	£37	£37	£8	£29
Caretaker's Honorarium	£0	£0	£0	£0	£0
<b>Total Building Costs</b>	£0	£382	£382	£208	£174
<b>Events &amp; Fundraising Costs</b>					
10 Social Events	£0	£27	£27	£119	(£92)
Hogmanay	£0	£1,033	£1,033	£970	£63
<b>Total Events &amp; Fundraising Costs</b>	£0	£1,060	£1,060	£1,089	(£29)
<b>Catering Costs</b>					
Catering	£0	£177	£177	£426	(£249)
Maggies	£0	£0	£0	£0	£0
<b>Total Catering Costs</b>	£0	£177	£177	£426	(£249)
<b>Total Expenses</b>	<b>£0</b>	<b>£3,656</b>	<b>£3,656</b>	<b>£3,677</b>	<b>(£21)</b>
<b>Interest Income</b>	£0	£0	£0	£5	(£5)
<b>Operating Surplus/Deficit</b>	<b>£0</b>	<b>£1,211</b>	<b>£1,211</b>	<b>£3,310</b>	<b>(£2,099)</b>
<b>Cash Flow/Funds</b>					
Funds as at		<b>1/9/10</b>	<b>25/1/11</b>	<b>Capital Expenditure</b>	
Current Account		£11,907	£7,986	Tracked Lighting	£993
30 day Account		£10,591	£10,597	Stage Lights	£245
Scottish Widows 12 mth Dep		£35,000	£35,000		
Cash		£207	£276		
<b>Total</b>		<b>£57,705</b>	<b>£53,859</b>		

- Notes
- 1 Clubs billed to end December
  - 2 PA System for Wedding
  - 3 NHS & Forestry
  - 4 Ceilidh Nights
  - 5 Nett Contribution £446
  - 6 Oil delivered December
  - 7 Cleaning Rota bill Sep-Dec not received yet
  - 8 Fire Service PAT Testing Dishwasher Installation
  - 9 Dishwasher Trays
  - 10 Xmas Ceilidh Nibbles and Burns Supper License