

# Glenmoriston Millennium Hall Management Committee

## Minutes of Meeting 27<sup>th</sup> May 2019

**Present:** Clare Levings (Chair), Agnes Bell, Debbie Cox, Cherry Duncan, Jean Plater, Patrick Ungless, Robert Ungless, Catherine Thomson, Christine MacDonald and Carol Pritchard.

**Also present:** Lynne West

1. **Apologies:** Jon Smith, Phil Mansell and Hugh Watt.

2. **Minutes of Meeting 15<sup>th</sup> April 2019**

Proposed by Robert and seconded by Cherry

3. **Matters Arising**

a. **External works** - carry forward.

b. **Assistance with caretaker role** - carry forward

c. **Replacement Cooker** - installed and working

d. **Compliance**

a. Fire exit from toilets only required if people are in the toilets when there is a fire. Robert suggested changing the lock from inside to avoid having to have the external door unlocked during events. Can purchase a Chubb thumb turn lock that can easily be used to exit the building. Door can still be opened from outside using a key but would remain locked during events. **Agreed** - Robert to buy and fit that lock.

b. First Aid kit needs to be replaced as some items out of date. **Agreed** - Robert to purchase new kit

c. Booking Form - needs to be amended. Robert has prepared a draft for us to consider and review. **Agreed** - all to review and discuss at next meeting

d. Child Policy - still to be reviewed but we have very few events involving the hall committee and children directly.

- e. Information needs to be given to groups about where light switches are etc. Robert to prepare a check list as part of booking process.
- e. **Microwave** - turntable does not go round. We have a voucher for £55 from Currys because of the delays with the cooker. **Agreed** - Pat authorised to try and purchase a new microwave up to £55 with the voucher.

#### 4. Film Nights/Club

Robert submitted a report and costings for different elements of the project with the aim of the Hall owning the equipment, rather than some being personally owned at present. Different options and priorities discussed. **Agreed** - Robert and Pat to progress applying for funding to FAGCC and Octopus for the whole kit including PA system. Agreed that would not form a club but run the Film Nights as the Hall Committee, Will need at least one more person to be trained as production crew so that there is a minimum of 3, with 2 being needed for each event

#### 5. Quiz Nights

Lynne West reported on the progress of the Quiz Nights - held two and over 40 people at each. There are 3 of them who can take turns in setting the questions. She had prepared a bid for a projector and screen but as the Hall Committee are now looking to purchase these for the Film Nights and other uses the quiz group will be happy to use that kit. The group will consider whether to add additional catering and/or bar facilities to add value to the evening and increase takings. They aim to hold a quiz every 2 months. **Agreed:** Pat will check that the hall laptop is up to date and useable for the next Quiz Night. Pat will purchase a larger portable screen that can be used in both rooms - authorised spend up to £200.

#### 6. Public Toilets

They closed on 10 May. The keys were returned by the Highland Council. Signs have been removed on the building and in the village, the local businesses

have been informed. Community Council did not seem interested. Margaret Davidson was concerned and met with Pat and Clare but we have heard nothing from her since. We are happy to listen to proposals if any are put forward.

## **7. Secretary's Report - 22<sup>nd</sup> April to 27<sup>th</sup> May 2019**

Local clubs - only Craft Club still meeting as others have finished for the summer

Private lets - Music x 4, Beavers x 3, Zumba x 5. Not sure whether Elaine Minshull will continue with yoga following the death of her husband.

Commercial - Highland Council for European Election

Function - 2 separate birthday party functions this month

Free - Ceilidh night, Kirk, Film Night, Fun day, Quiz Night, Bowls AGM

The Fun Day seemed to be enjoyed by people attending, especially the zip wire. Thanks to all who helped with this. The Film Night was popular again as was the Quiz Night.

Arrangements have been made for the hall and toilet boilers to be serviced by Mathesons on 4<sup>th</sup> June. There is a Craft Fair on 1<sup>st</sup> June and Catherine Nardiello is giving a recital on 21<sup>st</sup> June.

## **8. Treasurer's Report -** circulated at the meeting and attached.

The chairs will be delivered this week. Although the Fun Day was fun there was not much income for the Hall from it.

## **9. Caretaker's Report -**

Toilet pumps: I shut these down last weekend as they were running constantly, but had to restart them due to high water level, I have been on to Erik's with regards to an outstanding bill from the last service and despite being told its being sorted still nothing has arrived, the cost of the change-over relay is being added to the last bill, but still needs to be fitted.

Toilets: No issues with them at the moment with regards to cleaning, but do think that it may be worth changing the water/ heating timer to one that is thermostatically controlled as in the hall, then heating and water can be set to come on when the hall is in use, the existing one needs to be looked at to see what it does do, but there does not seem to be any way off controlling the temperature of the heating. **Agreed: will ask Mathesons how the heating is controlled when they are here on 4<sup>th</sup> June. We will probably need a toilet heating strategy.**

Other items:

V sweep brush was broken at the private party held last Saturday but should be able to fix it.

Hall toilet door was left unlocked and lights left on in the toilets after this Saturday's quiz. **Agreed: need to give users a check list of what needs to be done.**

## 10. Fundraising

There was a sub-group meeting and various ideas were put forward. Will look further into three ideas at this stage - one big event of dinner/dance, regular tourist ceilidhs and a pop-up café, perhaps serving cream teas.

**Agreed** - progress matters and have a further meeting on 3<sup>rd</sup> June at 7.30

## 11. Any Other Business

- a. Signs we use for events are bulky in the store room. Could we get a magnetic board so that can rationalise the signs? Look into cost and availability - (Debbie?)
- b. Store room needs better shelving and/or cupboards so that it can be tidier.
- c. Agreed we can purchase new tea towels
- d. The contents of the metal cupboard could be moved to the cleaner's cupboard to free up space in the store room and to ensure users can access cleaning materials in the toilet area.

- e. The piano will be moved soon,
- f. Agreed to co-opt Lynne West on to the committee.

## **12. Date of the Next Meeting**

**The next meeting will take place on Monday 8<sup>th</sup> July 2019 at 8 p.m.**