

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 27th July 2020

Present: Clare Levings (Chair), Cherry Duncan, Patrick Ungless, Debbie Cox, Catherine Thomson, Lynne West, Robert Ungless, Derek Sumner, Graham Wood, Christine Macdonald and Carol Pritchard.

1. **Apologies:** Hugh Watt, Phil Mansell, Agnes Bell, Stella Barter Jean Plater, Jeff Dymond.

2. **Minutes of Meeting 2nd March 2020**

Proposed by Cherry and seconded by Debbie

3. **Matters Arising**

a. **External works** – off the agenda

b. **Hall floor** – on hold

c. **Toilets – pump repair** - on hold as very light use of toilets during lockdown so not thought necessary to replace the pump at this stage. Have received a revised quote from Eriks

d. Toilets – funding application

Not had copy of the expression of interest that was lodged, apparently drafted by Community Council but we not been kept in the loop. The CC minutes of virtual meetings held during lockdown make reference to the application for EOI. We have not seen any design either and do not know the outcome of any discussions the CC or Jeff may have had with the wind farm funders. **Clare will ask Margaret Davidson** for a copy of the application as she had said we would see that. It seems that Highland Council have applied for planning permission to put portaloos in the car park – they should hear outcome of that application at end of July. Highland Council do seem to acknowledge that will need an agreement with us in relation to maintenance and running of toilets when they reopen. **Action by Clare.**

e. **Fire Risk Assessment** – guy from MacGregors came at the end of June and will let us have a quote for the necessary work in putting system right. Detectors need to be

moved and some wiring needs to be changed. This man knew the system from years back and was surprised that the changes made since then had not been done well. Graham has reminded him of the need for the quote.

- f. **Ladles** – Cobbs say they do not have our ladles. The Senior Citizens club has purchased replacements for us. **Cherry** to acknowledge receipt.
- g. **Computer** – Lynne has not collected it for use by the Quiz group yet but will do so.

4. Covid related precautions and requirements to reopen

Clare, Pat, Robert and Cherry had met for a preliminary discussion and Robert has researched and prepared a risk assessment for use by clubs and other potential users of the hall. Robert suggests that this is reviewed regularly as the general situation changes. We have purchased essential items such as sanitizer and cleansers. Need to comply with Trace and Protect requirements. Signs have been prepared including of occupancy for each room.

Insurers have confirmed we can proceed to reopen subject to the risk assessments and notices as described. If a claim is made they would need the paperwork to defend the claim.

Sanitizer will be on table in the lobby with a book for each club to sign in. Sanitizer will also be wall mounted near the toilet door. Tested the risk assessment with music group. Each club to consider the following and to complete a risk assessment to submit to Cherry with application for booking:

- How do you plan to comply with social distancing?
- What equipment/furniture are you going to use?
- What area of the hall are you going to use?
- What arrival and exit procedures are you going to use? E.g. one person to arrive to put out tables in advance and one to wipe everything down at end of booking.
- Minimise handling of furniture and equipment
- Minimise use of kitchen

The club organiser to be aware of who has attended each event for Trace and Protect purposes. The simple version of risk assessment and the exit checklist for completion will be in the folder on the table in the lobby.

Clubs who may start up soon are Music group, Craft Club and possibly Quiz Nights in autumn and Zumba when gyms open again. Not sure about Yoga.

Craft Fair may not be possible in November.

Can we decide about Hogmanay yet? Graham will chat with Sheila if he sees her and we will decide in September whether we can hold the event. **Action – decision in September.**

5. Secretary's Report - 1st March to 27th July 2020

Last club to meet was the Craft Club on 21st March – 3 people spaced out. Apart from Cherry and Graham the only regular usage has been Meals on Wheels on Sundays and Thursdays, with a couple of breaks as the cooks could not come. They will be using the hall on Sunday 2nd August but Cherry has not been notified whether they will be after that.

Ambulance crew had a meeting.

Mathesons came to renew the gas certificate and did the annual heating service.

MacGregors came to check the fire appliances on 23 July.

Highland Council are planning an election on 5th November at the earliest.

Public Entertainment Licence due to be renewed in October but the paperwork has not been received yet.

6. Treasurer's Report – circulated before the meeting and attached.

Not much movement due to lockdown but bills are still being paid. Thanks to Pat for applying successfully for the small business grant of £10,000.

7. Caretakers Report

Graham submitted a written report and highlighted some issues. It has been a busy period for him.

- First 8 weeks of lockdown only Graham in hall. Visited 2 or 3 times a week. Everything except the freezer was turned off. Turned on the sewage system pump during his visits to reduce the water level
- Mid May needed to visit to prepare for meals on wheels, turn on immersion heater, wipe surfaces, use gloves etc. Restarted fire checks as hall being used. Mouse problem increased in the loft and had to deal with bodies on a daily basis for a few weeks until problem under control.
- Arranged for gas safety certificate renewal in May by Mathesons. Service undertaken at same time.
- Early June the wooden finial on main roof over the front entrance fell down, possibly due to rot on barge board at peak of the gable. Informed the officers of the hall committee immediately. They are investigating possibility of remedial work.
- As a result of lockdown reviewed the decision to purchase a replacement sewage pump with Clare. Light use of hall meant would be limited disruption if had to close for replacement pump to be fitted. Decided to put purchase on hold.
- Met with MacGregors re fire risk assessment and awaiting quote. They have also done annual fire extinguisher check.
- Have replacement fixings and screws for replacing the lettering on the front of the hall once scaffolding is available.
- Highland Council engineers still trying to service the toilet boiler. Informing them again that not a Council responsibility.
- Recently noticed that the AED box housing the defibrillator has been tampered with. Cherry has reported this to the responsible group.
- Hall electrical system has a certificate until 31st October 2023. PAT tests last done in October 2018. When do we want them done again? As covered for Public

Entertainment Licence we will not have them done this year. Hold until October 2021.

- Left hall door unlocked during a visit and was verbally abused by a tourist wanting to use the toilets. Tourist is going to report Graham to “his employer, the Highland Council”!
- No need to issue bi-weekly booking sheets at present due to minimal use of the hall. Need notice to put on immersion heater, e.g. if meals on wheels are to continue to use the hall.
- Lynne asked who and how to organise the electrician to repair the external socket that is to be used for Christmas lights. **Action** Lynne to contact Steve from Invergarry as he was reliable before. Ask Community Company if they will pay the bill direct rather than reimburse the hall. Liaise with Graham about access to the hall for the work to be done.

8. Any Other Business

- a) Lynne reported that the Glenmoriston Improvement Group have been awarded a grant to improve the area around the war memorial and for a website, part of which will link in with existing resources in the area.
- b) Scaffolding quotes received from 2 of the 4 companies contacted. Need certificated scaffolding. Best quote is £1,350 plus VAT and may be able to come around 10th August so Howard could finish painting and complete the lettering.
- c) Keep the finial for now but not replace it.

9. Date of the Next Meeting - 7th September at 8.00 pm