

Glenmoriston Millennium Hall Management Committee
Minutes of Meeting held Thursday 28th February 2008

Present: Agnes Bell, Alan Draper, Cherry Duncan, Norman Hill, Clare Levings, Errol Levings, Pat Ungless, Barbara Withers.

1. Apologies

Hugh Watt, Trish Archibald, David Gillies, Kirsteen Mackenzie, Heather Smart

2. Minutes of Meeting 17th January 2008

Proposed by Clare and seconded by Agnes, the minutes were adopted as a true record and signed by the Chairman.

3. Actions arising from previous meeting

- a) *Fire Risk Assessment Oil Tank Area* - No progress on fire resistance round oil tank. C/Fwd (**Action Errol**)
- b) *Fire Risk Assessment Kitchen Fan* - No progress on damper in fan duct. C/Fwd (**Action Errol**)
- c) *Fire Risk Assessment Public Toilet Consumables* - Heather has identified the contact in TEC Services and advised Errol. Contact to be made (**Action Errol**)
- d) *Social Event* - Following the last GLEN meeting, the event previously planned for 8th March will not take place.
- e) *Electrical Fault* - The outstanding fault has been rectified.
- f) *Minute Secretary* - Carol Hunter, who has recently moved to the village, has agreed to serve on the Committee as Minute Secretary. She is unable to attend and will start at the next meeting.
- g) *Public Toilet Signage* - C/Fwd (**Action Norman**).
- h) *Newsletter* - Hall news was published in the latest Moriston Matters.

4. Secretary's Report

Since the last meeting, in addition to regular community groups there have been 2 NHS lets, 2 Ceilidh Dance afternoons, a Heritage Group talk, a FAGBI meeting and 3 free lets including the Kirk.

A letter of thanks has been received from Feis Gleann Albainn following the loan of our Stage for their concert.

Richard Kellet of Maggie's Cancer Centres contacted Cherry to discuss charges for use of the Hall on the day of the Monster Bike and Hike. This was discussed and it was agreed that the same charges as previous years would apply. These are £150 for use of the Hall and £3 per head for catering. Provisional estimate of numbers is 600, to be confirmed. Norman asked that the organisers are requested not to provide water in plastic bottles as these cannot be recycled and are difficult to dispose of. Issues around the planning of the Maggie's event will be handled by a sub committee that will meet shortly.

Vince Clynes-Green has expressed an interest in forming a Chess Club and as there has been sufficient support, this will start in April in the Meeting Room on Thursday evenings. It was agreed that this new club should have its first three meetings free of charge but that community rates would then apply. The Committee is supportive to new clubs making use of the Hall and wishes Vince and the members success.

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5. Treasurer's Report

Financial Report (attached) for the Year to Date was circulated and discussed. There are no exceptional items arising; income and expenditure are broadly in line with last year and there is a surplus of income over expenditure as at the date of the meeting of £4,223. This compares with a surplus of £3,063 at the corresponding point last year. The increase is in part because of the timing of heating oil purchases and increased cleaning costs. The bill for electrical work recently carried out has not been received yet and is not in these figures.

6. Caretaker's Report

Inspection of fire equipment has been carried out.

7. GLEN Report

Following the last GLEN meeting some events are now confirmed for this year. These are:

- Jazz evening with "Four on Six" on 31st May
- Mull Theatre performance of "Swindle and Death" on June 12th
- Bluegrass Music by "Greg Weiss et ses amis" on August 7th
- Blas 2008 with "Cherish the Ladies" September 9th

Negotiations are also in progress for a possible performance by the Poozies in July.

Accommodation is required for 5 performers on August 7th. Pat will speak to Sandy. **(Action Pat)**

8. Hall Hire Documents

Following the action from the previous meeting, Pat has carried out a review of the documents used in connection with Hall Hire in various circumstances.

A Framework document was circulated and discussed. This identifies a range of differing types of Hall Hire and proposes a more or less formal approach appropriate to each hire type. This was agreed.

The following documents are now available:

- i. Booking Sheet
- ii. Hirer's Information Sheet and Hall Plan
- iii. Exit Checklist
- iv. Full Hiring Agreement based on ACRE model

Draft copies of the Hirer's Information Sheet/Plan and Exit Checklist were circulated to the Committee prior to the meeting and were discussed. Arising from the discussion some constructive suggestions were made for additions and changes and updated versions will be produced **(Action Pat)**. Subject to these, the documents were approved and will start to be used.

The full Hiring Agreement was not discussed in detail. This 9 page document has been reviewed by the Chairman and will be adopted for use where appropriate. It is not expected that this will be used very often. The discretion of the Booking Secretary will be used to decide when the full Hiring Agreement is necessary.

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The Hirers Information Sheet contains a few simple Rules for use of the Hall, one of which precludes the wearing of stiletto heels. The committee felt that the exclusion of unsuitable footwear to be important and decided to reinforce this by including it on publicity for any events, such as dances, where this might be a problem. A notice is to be placed in the vestibule warning about unacceptable footwear. **(Action Pat)**.

Errol raised the issue of accident/incident reporting. Alan suggested that an Accident Book could be purchased from stationers. Norman will look at the ACRE Health and Safety guidance to confirm accident reporting recommendations and legal requirements. **(Action Norman)**.

Pat reported that during the process of preparing the Hiring Agreement, the issue of public liability insurance had arisen and that he had spoken to Colin MacKenzie at The Highland Council regarding the extent of our cover. Mr MacKenzie advised that we have an extension under our policy that provides Public Liability cover for non profit making organisations hiring the hall but that this does not extend to commercial users. He strongly recommended that the Committee should ensure that any hirer has the appropriate cover as a condition of hire. This is in the Hiring Agreement but there are some community hires that might be regarded as commercial as they are not constituted non profit making community groups. The Committee were agreed that this must be resolved on a case by case basis.

9. AOB

Cherry asked if the new Liquor Licensing Regulations would affect the Hall. Pat said that he had read the new regulations and believed that we would not be affected but that the application process might be more detailed than previously. Alan confirmed that this was his opinion as well.

A booking has been taken for 15th April for a large NHS meeting. This will be two 2 hour sessions with a maximum of 180 people present. Use of kitchen has been requested but catering is not required. Cherry will be away and there will be a need for helpers to put out chairs PA System etc.

10. Date of Next Meeting

Thursday 10th April at 7:30pm.

Glenmoriston Millennium Hall
Financial Statement for FY 07/08 as at 28th February 2008

note:	<u>Prev Report</u>	<u>Y to Date</u>	<u>Change</u>	<u>Comment</u>	<u>Prev Year</u>
<u>Income</u>					
Grants					
Highland Council PAN Grant	£0	£0	£0		£0
Scottish Arts Council	£0	£0	£0		£0
Total Grants	£0	£0	£0		£0
Donations					
Hogmanay Donation	£150	£150	£0		£150
Feis	£0	£0	£0		£25
Total Donations	£150	£150	£0		£175
Highland Council					
HC Share of Utilities	£199	£423	£224	Electricity & Water	£624
Total Highland Council	£199	£423	£224		£624
Hall Hire					
Clubs & Community	£416	£531	£115	Private party Whist etc	£804
Commercial Organisations	£760	£893	£133	HC NHS FAGBI	£884
PA System Hire	£0	£25	£25	NHS	£50
Total Hall Hire	£1,176	£1,449	£273		£1,738
Catering					
Catering Services	£1,820	£2,046	£226	NHS HC	£1,376
Lite Bites (Nett)	£0	£0	£0		£80
Total Catering Services	£1,820	£2,046	£226		£1,456
Functions & Events					
GLEN Events	£2,183	£2,183	£0		£2,879
Total Functions & Events	£2,183	£2,183	£0		£2,879
Total Income	£5,528	£6,251	£723		£6,872
<u>Expenses</u>					
Utilities					
Gas & Oil	£0	£0	£0		£637
Electricity	£510	£612	£102	Monthly DD	£612
Metered Water Supply	£129	£301	£172	Qtr Account	£273
Total Utilities	£639	£913	£274		£1,522
Admin Costs					
Bank Charge	£0	£0	£0		£0
Subscriptions	£0	£0	£0		£0
Insurance	£0	£0	£0		£0
Miscellaneous	£0	£0	£0		£26
HC Licenses	£0	£0	£0		£0
Total Admin Costs	£0	£0	£0		£26
Building Costs					
Cleaning	£0	£216	£216	Sept. to Dec.	£83
Repairs & Maintenance	£147	£247	£100	Fire equip. service	£179
Kitchen Consumables	£0	£0	£0		£10
Caretaker's Honorarium	£0	£0	£0		£0
Total Building Costs	£147	£463	£316		£272
Events & Fundraising Costs					
GLEN Event Costs	£1,049	£1,049	£0		£2,292
Total Events & Fundraising Costs	£1,049	£1,049	£0		£2,292
Catering Costs					
Catering	£306	£341	£35	Lunch expenses	£209
Maggies	£0	£0	£0		£0
Total Catering Costs	£306	£341	£35		£209
Total Expenses	£2,141	£2,766	£625		£4,321
Interest Income	£738	£738	£0		£512
Operating Surplus/Deficit	£4,125	£4,223	£98		£3,063
<u>Cash Flow</u>					
Funds as at		16/1/08	28/2/08		
Current Account		£1,564	£841		
30 day Account		£37,305	£38,305		
Cash		£69	£73		
Total		£38,938	£39,219		

Bill for electrical work not received yet.