

**Glenmoriston Millennium Hall Management Committee  
Minutes of Meeting held on Tuesday, 29th January 2013**

**Present:**

Barbara Withers, Betty Draper, Cherry Duncan, Clare Levings, Barbara Philip, Agnes Bell, Phil Mansell, Jean Plater, Errol Levings, Christine MacDonald, Ian Evans

1. **Apologies**

Hugh Watt, Rachel Hayes

2. **Minutes of Previous Meeting – Tuesday, 30<sup>th</sup> November, 2012**

The Minutes were proposed by Ian Evans and seconded by Barbara Withers. The Minutes were adopted as a true record and signed by the Chairman.

3. **Actions from AGM**

a) **V.A.L.**

Ian told the Committee he had sent the cheque for analysis to last year's accounts and was awaiting the application form and details of what they had to offer.

b) **Wi-Fi**

Ian and Errol obtained quotations from British Telecom and High Net Inverness. The quotes were discussed at length and after comparing the costs involved in setting up this facility, it was agreed that British Telecom's quote was more favourable in comparison with High Net whose costs were substantially higher. The Committee agreed that we should proceed with British Telecom and go for a two year contract based on estimated annual costs to the Hall of £460 per annum. Clare emphasized that the Hall needed to keep up to date with technology. Clare thanked Ian and Errol for their input.

The following figures were provided for information purposes by Ian to show the basic elements of the quotations from High Net Inverness and British Telecom.

Supplier : High Net Inverness

Installation of Line : £106.37

Additional Broadband Set Up : £50.00

Supply of Router Equipment : £165.00

On-going charges .....

Line Rental per month : £13.72

Broadband per month : £30.00

Supplier : British Telecom

Installation of Line : £99.00

Supply of Router Equipment : £85.00

On-going charges .....

Line Rental per month : £17.00

Broadband per month : £15.00 (First 3 months free)

All prices subject to VAT at 20%

The question was asked if there would be any charge for customer use. It was suggested that Hall charges for commercial lets could be increased. When up and running, Cherry will send a note of the facility to lets.

**Website & Events (PAN)**

- c & d) Clare informed the Committee members that Patrick had now transferred all information to her. Patrick would continue to update the website. Clare said she is actively looking out for events, especially for children.

**Hogmanay - Feedback**

- e) Clare was pleased to say Hogmanay had been a unanimous success, in spite of a number of people who, due to illness, were unable to be there. Clare asked the committee members whether we should do it again next year. All were in favour and Phil was asked by Clare if he and Patrick would provide the music again. Phil said he would check diary dates with Patrick before committing. With regards to the entry 2

4. **Secretary's Report**  
**Lets since the 3<sup>rd</sup> December, 2012.**

**Commercial**

Social Work Skye x 2, N.F.U., Scottish Canals.

**Private**

Deer Group, Ambulance

**Free**

Children's Christmas Party, Ceilidh Night, Carol Service, Hogmanay Ceilidh, Senior Citizens Dinner, Kirk x 3.

St. Ninians Episcopal Church in Drumnadrochit who met on the 3<sup>rd</sup> Sunday of each month, have decided to discontinue their services as the attendance was very poor.

Cherry has three events booked in February and needs help with catering either physical or baking! The dates are:

**Wednesday, 13<sup>th</sup> February – Forestry (catering for 50 people)**

Need baking and 3 to 4 people.

**Wednesday, 20<sup>th</sup> February – Great Glen Way**

Need baking and 1 person from 11 to 12.30 p.m.

**Thursday, 28<sup>th</sup> February – Canals.**

Need baking and 2 people.

There are no more bookings at present until April. A number of Committee members volunteered to help Cherry.

5. **Treasurer's Report**

Ian began his report by saying he did not have previous figures to refer to. He handed out copies of his profit and loss/ balance sheet. He read through his financial report:- The Total Hall Income for period 1 September 2012 through 29 January 2013 is £3,134. Profit: Net Ordinary Income - £1483. The Current Account stands at £16,753. Ian also reported that there were no outstanding debtors.

Ian informed the committee members of a few changes: From now on, every bill sent out will be on a payment by return basis and should anyone give him money, he will give them a receipt for it.

A copy of Ian's balance sheet is attached with these minutes.

6.. **Caretaker's Report**

Errol said there was very little to report. Usual routine maintenance. He had purchased 5 litres of washing liquid at £5.40. Clare asked if the gas bottle needed to be replaced. Errol said this had been done at beginning of November. The replacement cost was £47.35. The heating oil when checked was down to 10%. Errol to re-order. Cherry said the light outside the hall is flicking. Clare asked Errol to check this.

7. **A.O.C.B**

a) **Kitchen Equipment - Cherry**

Cherry said that when she is catering for smaller numbers, the large urn is too big to use as it takes a lot of water to fill it which is time consuming. There was an old boiler which was given by Alan Draper, but this broke and was not repairable. At present she fills the airpots using kettles, and these have to be checked and topped up. The airpots are not easy to use, and Cherry has noticed people who like to help themselves, find they cannot work out how to use them. A smaller urn would be easier for users. Cherry justified the reason for the purchase of a smaller urn is the fact that she spends a lot of time in the kitchen and it would help her. The committee agreed in principle and asked Cherry to find out costs. Cherry also said she needed a big potato masher, cake stands and sandwich trays. Clare said she would look into what Bookers had to offer. Clare added that we also needed gel for the warming dishes.

Clare then asked each member in turn, if they had anything to discuss.

b) **Seniors Dinner** - Christine thanked the Hall for giving it over for the Seniors dinner.

c) **Seat Cushions** - Betty wanted to know how long had we had, the cushions for the metal chairs; as the pads are so thin! After a brief discussion, Betty was asked by Clare to look into the cost for approx 96 cushions. Clare made a suggestion regarding the existing cushions that maybe two or three could be sewn together!

d) **Plant Sale with Bric a Brac** – Betty had a request from Marion Grant who wished to have use of the Hall to hold a late Spring Plant Sale with Bric-a-brac for the Senior Citizens. It would be a fund raising event for the Senior citizens. Cherry also mentioned Fort Augustus held a plant sale every April/May

e) **October Beer Festival** – Betty said that Marion also wanted to use the Hall for an October Beer Festival event. Cherry said the cost to hire the Hall for this and plant sale would be at £5.00 per hour.

f) **Lunch Club** – Betty informed the committee, the Lunch Club is unable to meet at Inch Hotel as it has closed until 1<sup>st</sup> March. Betty asked if a date could be arranged at the Hall for a simple 3 course meal of home made soup, chicken and mushroom pie and a gateau, and it would also depend upon the cost for use of the Hall. Cherry said Kitchen use was at £6.00 per day. Lunch (inc. Hall and Kitchen) would be £20. Cherry checked the booking diary and informed Betty that all Thursdays were free at present.

8. **Date of Next Meeting**

Tuesday, 19<sup>th</sup> March, 2013. 2.30 p.m.

**The meeting ended at 3.50 p.m.**

**Up coming event: Saturday, 9<sup>th</sup> February - Ceilidh**