

Glenmoriston Millennium Hall Management Committee

Minutes of the Committee Meeting held in the Millennium Hall

At 7.00 pm on Thursday 29th November 2007

Present: Norman Hill Cherry Duncan Heather Smart Trish Archibald Clare Levings Errol Levings
Alan Draper Betty Draper

1. **Apologies:** Hugh Watt Pat Haynes Patrick Ungless

2. **Minutes of Previous Meeting: 18th October 2007**

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

3. **Actions Arising from Previous Meeting:**

Fire Risk Assessment (Pat/Errol) - Fire Risk Assessment report now received. A special committee meeting was held on 12th November to review the report and identify further actions that are required. Copies of the minutes of that meeting are to be attached to these minutes. A further copy will be retained in the hall Health and Safety file with the Assessment Report. Outstanding actions will continue to be progressed at normal Committee meetings under the heading of Health and Safety.

Hall Hire Agreement (Pat) – No further progress.

Committee Representation (Norman) – On-going, No further progress to report.

Heritage Group contact re Committee Nominee (Pat) – No further progress

Children's Committee contact re Committee nominee (Trish) – Trish reported that Kirsteen McKenzie has agreed to be the contact and representative for the Children's Committee on the Management Committee.

Social Event (GLEN) - No further progress to report at present

Kitchen Curtain Washing (Cherry) – This is partly complete and expected to be finished soon.

Electrical Fault and tube replacements (Errol) – Errol has finally sourced a contractor (DR Electrical) to carry out this work at approx. £750. He explained that the cost is comparatively high because scaffolding will be required and therefore, under H & S Laws, two men are required on the ground and two men are also required at the electrical work point. The price includes replacement of all internal lamp tubes, repairing outside lights and fitting a time programmable facility to the outside security lights.

Minute Secretary (All) – No further progress.

AGM In Moriston Matters (Heather) – A notice announcing the AGM was included in the last issue of Moriston Matters.

Handout for end of hires (Cherry) – On-going.

Public Toilet Signage (Norman) – Norman has taken a careful look at signage and concluded that the main sign in the garden area is wrongly worded and needs to be changed from “Public toilets INSIDE Hall” to “Public toilets AT SIDE OF HALL” or words to that effect. This is probably a Highland Council sign so we need to investigate whether we can obtain permission to make the changes ourselves.

Also the “TOILET” sign with arrow on the side of the hall is too high. He proposes to purchase and fit a further sign with arrow at a lower level.

Bin emptying TEC Services contact (Heather) – New stickers have been provided on the car park bins enabling a Thursday collection. The provision of a bigger bin is under discussion at TEC Services. We have had assurances that if we need special collections after major events such as Maggies, provided we advise the Council even as late as the Friday before the event, this service will be provided.

Water Urn tap leak (Errol) – Errol has cleaned and tightened the tap. The urn now needs to be tested. Cherry to check and advise.

4. Any other business

(a) Cherry raised the question of the gutters needing to be cleaned again. It was agreed that a work party would undertake this task at 10.00 am on Sunday 9th December at the same time as the decorating of the Hall for Christmas.

5. Date Of Next Meeting

7.30 pm Thursday 17th January 2008