

# Glenmoriston Millennium Hall Management Committee

## Minutes of Meeting 30th January 2015

**Present:** Phil Mansell, Pat Ungless, Debbie Cox, Carol Pritchard, Rachel Hayes, Errol Levings, Betty Draper, Jean Plater, Agnes Bell, Cherry Duncan.

**Apologies** from Hugh Watt, Christine MacDonald.

### 1. Minutes of Meeting 28th November 2014

Proposed by Agnes seconded by Cherry. It was noted that the date of the previous meeting was 28th November not 24th as shown in the Minutes.

### 2. Actions Outstanding from Previous Meeting

1. **Scottish Widows Signatures** - No response has been received to letter sent previously. Carol to follow up. **(ACTION c/fwd Carol)**
2. **Hand Dryers in Public Toilets** - To be actioned further when time is available. **(ACTION c/fwd Errol)**
3. **Accounts and OSCR Return for year to 31/8/13** - Paperwork has still not been sent to VAL for accounts preparation as required for the OSCR return that was due by May 2014. Carol reported that she is still in the process of completing paperwork for this and needs to consult with Cherry to resolve an issue with receipts from Zumba and Yoga hall hire before sending to VAL. Cherry indicated that she was available and that Carol should contact her to arrange to visit. **(ACTION c/fwd Carol)**
4. **Highland Council Billing for Utilities** -Billing to Highland Council for utilities in respect of Public Toilets for the period since August 2013 is still to be actioned. Carol asked for assistance with reading electricity meters and Errol agreed to help.
5. **Revised Hall Hire Rate Sheet** - Pat confirmed that a new Rate Sheet had been produced and sent to Cherry. Also web site page amended.
6. **Hogmanay Posters and Tickets** - These had been produced.

3. **Treasurer's Report** - Hogmanay produced a surplus of £210 not taking into account the value of unused bar stock that will be used for the forthcoming Burns Supper in February. 74 tickets were sold with 16 Children's free tickets. Bar takings were £489. Current Account stands at £12,138, Deposit Account at £10,622 and Scottish Widows £36,718. BT Direct Debits are now operating correctly.

4. **Burns Supper Arrangements** - Carol tabled a list of items to consider:

1. **Kitchen** - Clare has agreed to take responsibility for food preparation. Carol will assist.
2. **Band and Piper** - Adam is believed to have booked Sheila and Jim and also a piper. Cost is not known and Cherry agreed to speak to Adam to confirm.
3. **Carrying in of Haggis** - It was agreed to wait and see who was attending and then to approach someone.

4. **Number of Courses** - Proposed that the starter could be omitted and that 2 courses for £10 might be better. This was agreed.
  5. **Door** - Cherry agreed to manage arrivals against ticket sales.
  6. **Non Haggis Meals** - A system is necessary to identify those who opt for veggie or mince options so that quantities can be planned and the recipients identified at the tables. Cherry suggested that these options should be chosen at the time the tickets are purchased and that some form of token given on entry to place on table to show who ordered them. This should prevent people taking non haggis meals that they had not ordered.
  7. **Tickets and Posters** - Pat agreed to produce these and to liaise with Adam regarding the Programme which lists the speakers. 80 Tickets and 15 Programmes required. Tickets to be sold by Cherry, Phil and Adam/Barbara.
  8. **Raffle** - Cherry agreed to organise raffle prizes and tickets. Rachel offered to call the raffle.
  9. **Set up of tables etc** - will be on Saturday 28th at 10:00am. Cherry, Phil, Jean and Agnes agreed to help.
  10. **Food Servers and Kitchen.** Carol asked for a third Kitchen helper and Pat offered to do this. Food servers to be recruited on the night as available and also table waiters.
  11. **Bar** - Errol to organise bar.
5. **Secretary's Report** - Since 30th November 2014: -  
 Local lets -Sheila Common.  
 Private lets - 3 Zumba, 3 Yoga, 1 Badminton, Deer Group, 1 Music Group.  
 Commercial lets - SSE.  
 Free Lets -4 Kirk, Carol Service, Ceilidh Night, Children's Christmas Party, Hogmanay Ceilidh.

Table Tennis had no takers for the first week and was abandoned.

Salvation Army Carol Service was well attended.

Hogmanay Ceilidh was very successful and some people said that they thought it was the best one yet.

Zumba starts again 10th February.

Sheila Common hired the hall on 24th January for a "retirement" Ceilidh for Jim Donaldson which was well attended.

Senior Citizens Lunch Club will be in the Hall on 4th February.

Lynda Dodd has hired the Hall on 11th February for the annual Great Glen Way Business Workshop. Cherry is looking for baking and helpers for lunch preparation.

Senior Citizens Dinner is now on Friday 20th February following cancellation of earlier dates due to bad weather.

Ceilidh Night will be on Saturday 14th February..

## 6. **Caretaker's Report**

Errol had updated the Committee on the current problems with the Hall drainage system by email. This is copied below:

"Just to let you know we have had some serious issues with the toilets and these are currently closed to the public. I have gone ahead with discussions with Colin Gray of the Highland Council about these issues who is still to get back to me with plans to resolve the issues and in particular to stop the ground water entering the pump chamber. Ground water entering the pump chamber has now reached such a level that the soakaway cannot handle the quantity,

so I have been forced to keep the toilets closed to the public, though I am confident that hall users can still use the toilets. Basically, I have asked ERIKS to obtain and install new pumps. They have already fitted a new level switch which is working fine for now but it has become apparent that there is an issue with the pump chamber control system that needs to be resolved. We will need to convince the Highland Council that they should pay all or at least far more than the past agreement of 75%.”

Errol updated the meeting with the latest progress. The Public Toilets are now open but he is having to monitor and maintain levels in the pump chambers on a hand to mouth basis at present. New pumps are to be installed and the original wiring will be checked at the same time as Errol suspects there may be a fault.

It was agreed that the cost of replacement pumps and installation should be billed to the Highland Council.

Surrounding the pump chamber with concrete to prevent ingress of surface water will be carried out after the winter when water levels have hopefully reduced.

Errol is seeking to have the Sanitary Bins, previously removed by the Council, to be replaced as this should reduce the amount of unsuitable waste reaching the drainage system.

Issue ongoing - **(Action Errol)**

7. **Maggies** - Cherry advised that there will be no Monster Bike and Hike event this year but it will probably take place in 2016.

8. **AOB**

Betty raised the question of the car park maintenance. The large potholes have reappeared and there is a quantity of broken glass near the recycling bins. She queried whether the 2 half days per week of village cleaning provided by the Community Company should be asked to clear up around the recycling bins. After some discussion it was agreed that both Betty and Cherry would report concerns at the Service Point so that it is logged as a formal communication with the Council and Rachel agreed to raise the matter at the next Community Council meeting.

Betty asked if the Hall had a “Policy for Vulnerable Persons” as the Senior Citizens have been told that they must provide such a Policy as a condition of obtaining funding from the Community Company. The Hall does not have such a Policy.

Rachel asked for confirmation of hall hire rate for her forthcoming workhops and Cherry advised that it was £5 per hour.

Cherry reported that she had been approached by the organisers of the ETAPE cycling event regarding possible use of the hall.

9. **Date of Next Meeting Wednesday 11th March at 7:30pm.**