

# Glenmoriston Millennium Hall Management Committee

## Minutes of Meeting 31st January 2014

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

**Apologies** from Hugh Watt

Debbie Cox has taken over from Barbara Withers as Craft Club representative. Phil welcomed Debbie to the Committee and thanked Barbara in her absence.

### 1. Minutes of Meeting 13th December 2013

Amended at Errol's request. Hogmanay Arrangements para 1 end of sentence after Occasional Permission amended to read —Fire Risk Assessment should be reviewed as part of License conditions. This has been carried out and no change is required.— Subject to above the minutes were proposed by Cherry seconded by Errol, and adopted as a true record of the meeting.

### 2. Actions Outstanding from Previous Meeting

1. **Chef's Demo** - Rachel has spoken to Chef and a date of 7th March is proposed subject to confirmation. Depending on numbers attending this could be in the Meeting Room or main hall. Time will be 7:00pm to about 8:30pm. The proposed event will raise funds for the Senior Citizens who will organise publicity and tickets. A price of £5 has been suggested. Rachel to confirm date when fixed. **(ACTION Rachel)**
2. **BT Billing** - Carried forward. **(ACTION Errol)**
3. **Mail Collection** - not to be pursued.
4. **Scottish Widows Signatures** - Carried forward **(ACTION Carol)**
5. **Hand Dryers in Public Toilets** - No response from TEC Services. C/fwd **(ACTION Errol)**
6. **Roof Repairs**-Phil passed name to Errol and repairs following storm damage carried out.
7. **Car Park waste bins near recycling** - To be raised at Community Council **(ACTION Rachel/Carol)**
8. **Email forwarding to Rachel** - complete

### 3. Burns Night Arrangements

Carol brought a comprehensive Action List to the meeting covering the various items that need to be in place for Burns Night. Key points in summary are:-

- Band booked at cost of £250
- Errol has License for bar
- Cherry and Rachel will man the door and sell raffle tickets
- Betty and Christine to prepare fruit
- Kitchen helpers organised
- Cherry to organise raffle
- Pat to print Bill of Fayre for tables

- Adam has organised speakers
- Cherry to make approach for local "Haggis Bearer"
- Set up of hall will be on Friday 14th at 3:30pm
- Food preparation fixed for Saturday morning
- Servers confirmed
- May need additional waiters/waitresses
- Piper has been arranged. Errol to obtain whisky for him.
- Carol will let Errol have cash for bar stock
- Errol to set up bar on Saturday to liaise with Craft Club re access to Meeting Room
- Craft Club will set up tables in Meeting Room after their meeting
- Around 40 tickets sold to date. Target 80 for catering

#### 4. Secretary's Report

Since 13th December. Private lets 4 Zumba, 4 Yoga, Ambulance. Commercial lets 2 (Forestry SW Skye). Free Lets 3 (Kirk, Hogmanay Party, Senior Citizens Dinner).

Hogmanay party was attended by 90 people including some local people who had not attended for some time and others for the first time. Proceeds from ticket sales £143 after paying the band. Senior Citizens Dinner also successful.

6 tables and chairs hired to PPS Group at Dalchreichart for meeting in School on 28th January.

Helpers required for bookings requiring lunch - Friday 7th February NFU, Wednesday 12th February Forestry, Wednesday 26th February Great Glen Way event.

4 bookings for Scottish Canals in March but no further bookings at present until May.

#### 5. Treasurer's Report

Bank balances are £14,290 in current account and £10,628 in 30 day account. There is about £1,000 in cash ahead of Burns Night.

Issues with BT billing for line rental and broadband still outstanding.

Carol has registered for paperless billing with Scottish Hydro. She believes that the monthly DD for electricity may be too high and will revise with Scottish Hydro in due course (**Action Carol**)

End of year accounts for the year to 31/8/13 are still outstanding. Carol to send accounts records to VAL when ready (**Action Carol**).

Carol queried treatment of stock such as bar stock for accounts preparation. Pat said that he believed that as the accounts were changed to a Receipts and Payments basis at the previous financial year end, the Accounts are based solely on the dates that money is either received or paid out and no statement of assets is therefore needed.

Highland Council has not been billed for utility costs for the Public Toilets for some time. (**Action Carol**)

#### 6. Caretaker's Report

Routine items have been carried out. Roof repairs completed. There is an issue with the drainage pumps which have tripped out several times recently and had to be reset. Errol thinks there may be a fault that will cause a failure at some time but is monitoring the situation until it is clear what needs to be done.

## **7. Any Other Business**

Christine thanked the Committee on behalf of the Senior Citizens for free use of the hall for the annual dinner.

Pat requested loan of urns and teapots on behalf of Fèis Gleann Albainn over the weekend of 15th February. These will be required for Burns Night and the Committee agreed to the loan provided that items are returned on Saturday afternoon for use in the evening. (Subsequent to meeting, Pat will find out if other urns can be borrowed from Fort Augustus and if so will use those to avoid any inconvenience).

Cherry proposed that regular clubs should have a payment holiday as funds are available and it was agreed that no hire charges would be made to Bowls, Dancing and Craft Clubs for January February and March. **(INACTION Carol)**

## **8. Date of Next Meeting**

**Friday 21st March at 7:30pm**

Meeting closed at 8:44<sup>1/2</sup>pm