

# Glenmoriston Millennium Hall Management Committee

## Minutes of Meeting 3<sup>rd</sup> September 2018

**Present:** Agnes Bell, Debbie Cox, Cherry Duncan, Clare Levings, Christine MacDonald, Phil Mansell, Jean Plater, Patrick Ungless, Robert Ungless and Graham Wood.

1) **Apologies:**, Carol Pritchard, Jon Smith, Catherine Thomson, and Hugh Watt.

2) **Minutes of Meeting 9<sup>th</sup> July 2018**

Proposed by Agnes and seconded by Graham

3) **Matters Arising**

a) **Fire Risk Assessment** – Jon’s report is included under Caretaker’s report. However, in Jon’s absence Graham reported that MacGregors have given the access code for the panel (2143) and showed him how to use it.

Further discussion followed and it was agreed that a ‘What to do in the Case of Fire’ notice should be put together and a) put up in strategic places in the hall and b) Cherry to amend the hire hirer’s notice that she gives out to hirer’s to include fire instructions. **Action: Phil agreed to do the notice.**

It was also noted that Andy still has a hall key.

Regarding the lighting Robert suggested that maybe a different system could be considered e.g. up/downlighters. For next meeting.

b) **Hall Signage** – Graham reported that the two letters have now been re-affixed to the outside wall. However, all the fixings look weak and in his opinion should be replaced. Jon to be asked to contact Acorn signs to ask whether they would give a quote to come and replace all the letter fixings. **Action: Jon**

c) **Spring Clean** – Nothing further to report and will take off Agenda.

d) **Oven Thermostat** – Phil and Graham have tried to get to the thermostats but they are not easy to get at without quite a bit of dismantling which they weren’t prepared to do. Robert agreed to telephone around to see if anyone in Inverness would be prepared to come and have a look and hopefully fix. **Action: Robert**

e) **Summer Market** - Patrick reported that the two day event went very well with £808.45 being raised. It was encouraging to have several new to the area people helping out and Graham said that complimentary comments had been made about the quality of the adverting/leaflets. Patrick encouraged other user groups to make use of the Facebook page and Jean said she would endeavour to put something on about the Scottish Dancing.

f) **Public Toilets** - Patrick circulated correspondence he’s been having with Kelley Hall of the Highland Council, copy of which is attached to this Minute. The main thrust of the dialogue is in respect of obtaining a written ‘Letter of Intent’ from the Council which would detail the level of financial and operational support from them to the Millennium Hall so that the Committee could approach the FAGCC for funding to upgrade

the drainage system. To date the Council have been unable/willing to confirm what support they may be able to provide or whether the new agreement would even be to the existing level.

g) **Fire Door** – see Caretaker’s report

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h) **Folding Tables** – Debbie showed pictures of white and brown folding tables available. It was agreed to go ahead and purchase/replace the number of small tables with whichever table best matched the height and width of what the hall already has. **Action: Debbie**

i) **Car Park Bins** – Carol not at the meeting to comment. However a large bin has appeared which is being abused by all sorts of household/garden rubbish being thrown away.

j) **Octoberfest/ Hall Entertainment** – Following discussion Graham to report back to Marion Grant to say that the Octoberfest is not for us. With regard to a produce/fun day/gala Clare offered in the first instance to hold another meeting to include other interested parties to gather input. **Action: Graham & Clare**

4. **Film Nights** – Robert produced and circulated very comprehensive ‘Notes on Community Cinema’ that are attached to file.

The report covered various points some of which were:

- \* what films could be shown and their potential costs.
- \*The possibilities of linking up for live theatre.
- \* Licensing.
- \* Having refreshments available – possibly a meal beforehand
- \*Operational Matters.
- \*General Comments
- \*Technical Requirements

Following discussion the general feel was that whilst a good idea more research or a trial run could be done to gauge interest before committing to huge expenditure. Robert was asked to continue looking into this.

**Action: Robert**

5) **Hall Entertainment** – already covered

6) **Secretary’s Report** – since 9<sup>th</sup> July 2018.

Local Clubs –Scottish Dance and Craft Club

Private – Ambulance x 2, Yoga x 2, Energise x 6, Music Group x 5, Edward Mountain MSP, Deer Group and William McLean, SNP

Commercial – There were no lets during the summer

Free – Kirk x 2, Ceilidh night x 2.

Beavers resumed on 23<sup>rd</sup> August. Yoga and Scottish dancing start this week.

Forestry have booked the hall for 27<sup>th</sup> September and will be catering for 70. Help is needed in the morning to prepare sandwiches etc and baking would be appreciated.

7) **Treasurer's Report** – circulated at the meeting and attached. Year end and the accounts show a loss of £1,725.10. There are going to be a few expenses this coming year so ways of raising money needs to be considered otherwise no comment.

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8) **Caretaker's Report**

Fire System: This is now up and running, access code for the panel if needed is on the back of the electrical cupboard door. There should have been keys left for it but to date they are missing. I have been in contact with Andrew Kearns twice to try and get him back to set up the panel to say which zones are which as at the moment we would not have a clue as to where a fire is, but at the present moment I've had no replies.

My thoughts are to try and see if MacGregors could come out to do it, and the cost comes off Andrew's bill, which we have still not received.

Lighting: Have asked for some quotes from a couple of people, none received yet.

Fire Door: Lock still rather sticky, needs further investigation.

9) **A.O.C.B.**

i) Patrick mentioned that the toilet door closures need replacing – Jon to be asked. **Action: Jon**

10) **Date of the Next Meeting**

**The next meeting will take place on Monday 15<sup>th</sup> October at 8 p.m.**

The meeting ended at 9.53p.m.