

**GLENMORISTON MILLENNIUM HALL MANAGEMENT COMMITTEE
MINUTES OF MEETING
HELD ON WEDNESDAY, 4 MARCH 2009**

Present : Jo Adams, Agnes Bell, Alan Draper, Cherry Duncan, Carol Hunter, Errol Levings, Clare Levings and Pat Ungless

1. Apologies

Trish Archibald, David Gillies, Christine MacDonald, Kirsteen MacKenzie, Heather Smart, Hugh Watt and Barbara Withers.

2. Minutes of Last Meeting Held on Thursday, 22 January 2009

Amendment to No. 3 – ‘Open Floor Music Evening’. Pat pointed out that the Hall hire charge was paid for the event held on 27 December.

Proposed by Errol.

Seconded by Alan.

3. Actions Arising from Previous Meeting

a. *Public Toilets* – Nothing to report.

ERROL

b. *Landscaping* – Ongoing

TRISH

c. *Kitchen Stock* – 3 x 3-litre air pots purchased. Clare still looking for cake trays and covers. Errol has been sourcing water boilers. He has had information and costings on both a 5-litre and 3-litre Boiler coming in at £594 and £556 respectively (exclusive of installation costs). Before the Committee can arrive at a general decision on whether or not to purchase, it was decided that we need to speak to people with 1st hand experience of water boilers. Clare said she would approach some people. Errol said he would go back to suppliers to see whether he could get some customer feedback.

**CLARE
ERROL**

d. *Water Tank Thermostat* – Errol reported there was nothing wrong with the thermostat. To solve the problem of running out of hot water in the future, Errol has ‘rewired’ the water tanks. The larger of the tanks is now on at all times (65 degrees C) with the top and smaller of the tanks being the booster.

e. *Investing Money in a Bond* – See ‘Treasurer’s Report.

f. *Hall Ventilation* – Nothing to report. – ongoing.

ERROL/PAT

g. *Millennium Hall’s 10th Anniversary* – A meeting has taken place at which it was decided that the Anniversary should be celebrated on Saturday, 18 April. It was thought it would be a good idea to mimic the opening evening. Music to be supplied by Sheila Peters and Jim Donaldson. A buffet. Slide show showing how Hall has been used over the 10 years. Clare suggested perhaps

the various groups could supply their snapshots of events which have taken place over the past 10 years. Invitations to be sent to dignitaries including Charles Kennedy who officially opened the Hall, the Glen in general and ex-Committee members. Free entrance. Another meeting is taking place next Friday (13 March).

4. Secretary's Report

Commercial Lets – 5 x NHS, 2 x Highland Council and 1 x Community Company.
Local Lets – 1 x Ballroom, 1 x Ceilidh Dancing, 2 x Heritage Group, 3 x Bowling (extra on Sundays for Club Competitions), 1 x Whist and 1 x Fort Augustus Church function.

Free Lets – 2 x Ti Chi, 1 x Community Council, 2 x Kirk, 1 x Recycling Group and 1 x Anniversary Meeting.

The Community Company meeting was quite well attended. The Heritage Group SOS Day was very successful and raised £700 for the RNLI. The British Waterways talk attracted about 30 people. The Church ceilidh for the restoration fund was very successful and raised over £900.

Waste collection form for 2009/10 has been sent in.

A thank you letter from the Scottish Canoe Association (SCA) has been received. The Association has asked whether this year's Wet West Paddle Fest could take place during the weekend of 5/6 September. Sundays are better to secure helpers for the event. It was therefore decided to contact Jacqui to see whether the September church service could be changed to accommodate the Fest taking place on Sunday, 6 September. **Cherry** to liaise with the SCA.

Cherry had a phone call from someone called Julie asking about the possibility of holding dog training in the Hall. Cherry said no as this request had recently come up at a Committee meeting and been refused.

Maggies phoned to say that they were happy with the £3.25/per head. **Cherry** asked for numbers by the beginning of April. A meeting about supplies needs to take place.

Future Events

Saturday, 7 March – Open Floor music event.

Wednesday, 11 March – Rural Inverness local action group.

Wednesday, 25 March – Steven Wiseman – Watching Wildlife (Dundreggan).

Friday, 27 March – Heritage Group – Talk and Music by Feis Gleann Albainn.

Friday/Saturday, 3/4 April – Dance Weekend.

5. Treasurer's Report

Further to the last Committee meeting, Pat had looked into Bond options and presented to the Committee information from the Charity Bank. After discussion the Committee decided that the Treasurer would complete an application to invest £30,000 in a 12 month fixed interest account and that this would be "The Yorkshire Deposit Bond" with the Charity Bank to be opened with the names of Ann C Duncan (Secretary) and Patrick Ungless (Treasurer) to act as signatories on behalf of the Committee.

6. Caretaker's Report

Errol pointed out that the problem with water in the oil tank had, hopefully, been remedied. A 'Water Hog' which absorbs the water has been put into the tank.

Oil was purchased recently at a favourable rate.

Errol is trying to sort out the problem with the stained carpet in the meeting room.

7. Any Other Business

Clare put forward a proposal for Jan Culshaw to run a session of "Magician" evenings in the hall in July-August. A discussion ensued and, in principle, the Committee were in agreement in promoting the events. Clare and Errol would speak to Jan about the 'money' side of things.

Further to the meeting Jan is happy to hire the hall in his own right. As an Equity member he carries £10 million public liability insurance that will cover the events. He will contact Cherry to book the hall (discount for block booking?)

Jan will provide fuller details and marketing and promotion for the evenings in due course.

Lite Bites – Alan said that the Senior Citizens would be prepared to do 2 weeks of Lite Bites this year. After discussion it was decided that the Hall would charge the Senior Citizens £15/day.

No-one had come forward to offer their services to run the Lite Bites for this year. Clare would speak to a few people to see if someone could be persuaded.

8. Date of Next Meeting – Thursday, 23 April at 7 p.m.

Glenmoriston Millennium Hall
Financial Statement for FY 08/09 as at 4 March 2009

	Prev Report(Jan 09)	Year to Date	Since Previous Meeting	Previous Year to Mar 08	This year - Last Year to Date
note: <u>Income</u>					
Grants					
Highland Council PAN Grant	£0	£0	£0	£0	£0
Scottish Arts Council	£0	£0	£0	£0	£0
Total Grants	£0	£0	£0	£0	£0
Donations					
Hogmanay Donation	£0	£0	£0	£150	(£150)
Feis	£0	£0	£0	£0	£0
Total Donations	£0	£0	£0	£150	(£150)
Highland Council					
HC Share of Utilities	£501	£711	£210	£423	£288
Total Highland Council	£501	£711	£210	£423	£288
Hall Hire					
1 Clubs & Community	£851	£1,049	£198	£531	£518
2 Commercial Organisations	£420	£831	£411	£893	(£62)
PA System Hire	£0	£0	£0	£25	(£25)
Total Hall Hire	£1,271	£1,880	£609	£1,449	£431
Catering					
3 Catering Services	£1,025	£1,693	£668	£2,046	(£353)
Lite Bites (Nett)	£0	£0	£0	£0	£0
Total Catering Services	£1,025	£1,693	£668	£2,046	(£353)
Functions & Events					
4 GLEN Events	£1,274	£1,280	£6	£2,183	(£903)
Hogmanay	£426	£426	£0	£0	£426
Total Functions & Events	£1,700	£1,706	£6	£2,183	(£477)
Total Income	£4,497	£5,990	£1,493	£6,251	(£261)
<u>Expenses</u>					
Utilities					
5 Gas & Oil	£0	£838	£838	£0	£838
Electricity	£510	£612	£102	£612	£0
Metered Water Supply	£292	£292	£0	£301	(£9)
Total Utilities	£802	£1,742	£940	£913	£829
Admin Costs					
Bank Charge	£0	£0	£0	£0	£0
Subscriptions	£135	£135	£0	£0	£135
Insurance	£0	£0	£0	£0	£0
6 Miscellaneous	£13	£33	£20	£0	£33
HC Licenses	£10	£10	£0	£0	£10
Total Admin Costs	£158	£178	£20	£0	£178
Building Costs					
7 Cleaning	£18	£18	£0	£216	(£198)
Repairs & Maintenance	£123	£277	£154	£247	£30
8 Kitchen Consumables	£0	£21	£21	£0	£21
Caretaker's Honorarium	£0	£0	£0	£0	£0
Total Building Costs	£141	£316	£175	£463	(£147)
Events & Fundraising Costs					
9 GLEN Event Costs	£855	£865	£10	£1,049	(£184)
Total Events & Fundraising Costs	£855	£865	£10	£1,049	(£184)
Catering Costs					
Catering	£235	£235	£0	£341	(£106)
Maggies	£0	£0	£0	£0	£0
Total Catering Costs	£235	£235	£0	£341	(£106)
Total Expenses	£2,191	£3,336	£1,145	£2,766	£570
Interest Income	£822	£822	£0	£738	£84
Operating Surplus/Deficit	£3,128	£3,476	£348	£4,223	(£747)
<u>Cash Flow</u>					
Funds as at		22/1/09	4/3/09		
Current Account		£4,277	£4,218		
30 day Account		£40,233	£40,233		
Cash		£37	£15		
Total		£44,547	£44,466		

Notes

- 1 2 Functions & Heritage Group
- 2 NHS HC Community Company
- 3 NHS Community Company £175
- 4 Sale of Bar Stock
- 5 Oil Tank Full
- 6 Basic Food Hygiene Course
- 7 Boiler Repairs
- 8 Knives and Washing Up Bowls
- 9 Occasional Licence for 10th Anniversary

Capital Items Purchased - Airpots £64