

# **Glenmoriston Millennium Hall Management Committee**

## **Minutes of Meeting 5 April 2016**

**Present:** Phil Mansell, Pat Ungless, Cherry Duncan, Agnes Bell, Jean Plater, Graham Wood, Jon Smith, Carol Pritchard

**Apologies** from Hugh Watt, Rachel Hayes, Debbie Cox, Christine MacDonald.

### **1. Minutes of Meeting 23 February 2016**

Subject to correcting the name of Lesley Davis and the spelling of "committee" the minutes were proposed by Agnes and seconded by Jean and approved as being correct

### **2. Actions Outstanding from Previous Meeting**

- a. Hand Dryers in Public Toilets** – have been fitted but query about whether they have been connected to the correct electricity meter as the toilet electricity is recorded separately for the purposes of invoicing Highland Council. Efficient driers but noise can be heard in the hall.
- b. Fire Risk Assessment follow up** – Jon continues to deal with this and has not heard from Alec yet.
- c. Fencing at rear of Hall** – Jon has tightened the wire and is safe now. The tension post is broken and will need to be replaced.
- d. Insurance certificate to be placed in Hall** - done
- e. Replace kettle in kitchen** - done
- f. PAT testing** – Jon has spoken to Errol who thinks person that did it before no longer available. Discussed alternatives. Jon will contact Dave Fraser in Fort Augustus. Not urgent.

### **3. Secretary's Report**

Lets since 28 February

- Local – Clubs plus Glenmoriston Deer Group
- Private – Community Company
- Function – Scottish Dance Group
- Commercial – RJ McLeod, Scottish Canals x 4, Blueswater band
- Free – Kirk x 2, Ceilidh Night x 2

Blueswater Band were very good. Unfortunately only 19 people turned up.

Etape Loch Ness have asked for Hall if wet on 24 April. Last year they were told to collect key from shop if needed and Errol came down about 8.30 a.m. to check. They have asked for Hall for last 2 years and not needed it.

NFU have booked for Friday 10 June. Cherry cannot open or do lunch for them as will be away that day. Need volunteers. Cherry can do the shopping for it. No extra bookings for May at present. Cherry will be assisting with exams for 11 days in May and hopes Graham can assist with Hall bookings if necessary. Cherry has completed the waste and recycling notices for the bins.

#### **4. Treasurer's Report**

A summary of receipts and payments was available showing an excess in expenditure over income for the period since the last meeting but a surplus in funds since the financial year started in September. Have paid for oil in this period and the additional hand dryer.

BT have been in touch suggesting a deal but have gone quiet again. Reviewing options.

#### **5. Caretaker's Report**

- Hand driers fitted. Have removed all paper towels from toilets. Hope will reduce problems with septic tank. Mirrors have been put in store room and may be able to replace them. Will need some repainting. May be some magnolia available.
- Continuing to deal with fire risk assessment work
- Completed fencing as asked – see above
- PAT Testing – see above
- Oil tank filled
- Hall keys – does anyone else have problems with opening the front door? Some do as key keeps rotating in barrel but may just be a knack of holding handle while turning key. Think hall may have been left open as a result of this difficulty. Barrel may be worn. Jon will check what number key Errol has. Keep under review.

#### **6. AOB**

- Pat has replaced hanging baskets at front of hall and planted them. Thanked Pat for doing that. All to check on plants and water when required.
- Pat suggested that should increase amount paid to cleaners for their work. Will suggest that they charge us £7.50 per hour from April 1<sup>st</sup> 2016.
- Ailsa Hosie has written to say that she is running a small community arts festival this month in Fort Augustus and asking whether we have any soft drinks she can have on sale or return basis. We have few drinks and will look at what can do to help. May be able to take some off her at end of festival if she has a surplus. Cherry to respond once our stock reviewed.
- Need to change the notice at the front door about who to ring if light is flashing. Refers to Errol. Could be difficult if change to Jon as his phone line not always available in the day. Jon will look into how to resolve this.
- Freezer – is it always plugged in? No – only when something in it. Would be useful to have blocks of polystyrene available to fill it if partially full and on.
- Switch location notices – Phil has prepared some to put up.
- Is there a contract for emptying the septic tank? No-one has seen one and think it is emptied when required. Usually done before Maggie's each year. May have last been done when pumps were fixed last year.
- Discuss Lite Bites at next meeting.

#### **7. Date of Next Meeting – 7 June 2016 at 7.30**