

**GLENMORISTON MILLENNIUM HALL MANAGEMENT COMMITTEE  
MINUTES OF MEETING  
HELD ON FRIDAY, 5 FEBRUARY 2010**

**Present** : Agnes Bell, Alan Draper, Cherry Duncan, Carol Hunter, Errol Levings, Clare Levings, Christine MacDonald, Phil Mansell, Pat Ungless and Barbara Withers

Clare, the Chairperson, opened the meeting at 7.30 p.m.

**1. Apologies**

Jo Adams, Trish Archibald, Kirsteen MacKenzie, Heather Smart, Hugh Watt and Barbara Withers

**2. Minutes of Last Meeting Held on Wednesday, 25 November 2009**

Proposed by Barbara  
Seconded by Phil

Before meeting progressed Carol wished to Jo for taking over the minute-taking tasks during her absence.

**3. Actions Arising from Previous Meeting**

- a) The basketball hoops have now gone. Clare has reminded Jean that the football goals and the smaller snooker table are also to go.
- b) Trees for Life outstanding invoice – done.

**4. Secretary's Report**

Commercial Lets – 2 x NHS Dingwall (1 cancelled but charged), Forestry, Ambulance Service, Highland Council, National Farmers' Union and Trees for Life.

Local Lets – Ballroom/Ceilidh Christmas Party, Ceilidh Dancing, Ballroom Dancing and Bowls Competitions.

Free Lets – 3 x Kirk, Hall Committee, Hogmanay Meeting, Carol Service, Hogmanay and Burns Supper Meetings x 2.

Functions – Scottish Dance Christmas Party and 2 x Birthday Parties.

Bowls, Badminton, the Children's Party and a Birthday Party had to be cancelled due to the bad weather toward the end of December. In January the National Farmers' Union, the Over 60s Night and the Polymer Course were cancelled. The cancelled Birthday Party will take place on 6 February, the Over 60s Night on 13 February and the Polymer Course on 20 February.

Cherry felt that Commercial bookings of regular users were down. In December 2009 we had 6 in 2008 we only took 2. In January 2010 we had 1 but in 2009 we had 3 (of which 1 was the Community Company). In February 2009 we had 4 and only 1 so far for 2010. The next National Farmers' Union lunch is on 12 March. Next booking is for Maggies on 1 May.

## **5. Treasurer's Report**

Pat handed out the latest Financial Statement to Committee Members present.

Even though the Hall bookings were down as per the Secretary's Report, Pat did not believe this was any cause for concern.

As Hogmanay generated a substantial profit it was agreed by the Committee that Hall lets for the next quarter would be free. It was also agreed that the letting fee for the SOS day would be waived. Clare informed the Committee that £351 would be going to the RNLI this year.

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

Errol informed the Committee that a burst aperture was repaired with minimal costs involved. He also pointed out that the Hall floor had been damaged with 'heel wear'. After discussion it was decided that stiletto heel protectors should be sourced for possible future use. Carol said she would be willing to look into this. It was also suggested that perhaps an alternative to Party Poppers (of the paper streamer variety) be found for celebratory functions. The paper can play havoc on the floor especially when wet. On booking the Hall for such functions this would be mentioned to the hirer.

## **7. Any Other Business**

- a) Clare asked whether the Committee were willing to do Hogmanay again this year. Also, whether we wanted David to come back again. He was willing and, if booked, would come with A N Other. The total cost would be £600-£700 (inclusive of Piper) - £200/per person for David and A N Other + fuel costs and possible accommodation for A N Other. Committee decided that we would book David irrespective of who was going to take on the Hogmanay organisation this year. The latter still to be discussed and decided on.
- b) Clare suggested we invest in a new 'HAPPY NEW YEAR' banner for the Hall. At a cost of £160+ VAT the Committee agreed to the purchase.

- c) Clare hoped that everyone had received all the information on the Burns Nights which was going ahead on 27 February.
- d) It was noted that a few people had taken their names off the Hall Cleaning rota. After discussion, Clare said she would touch base with Trish to see whether we should advertise for an independent person to clean the Hall.
- e) Agnes had been approached by someone wanting to know whether the Hall was going to have more functions during this summer as in previous years. Nothing has been planned and GLEN has been disbanded. Agnes to pass on this information.
- f) Barbara informed the Committee that Ballroom Dancing would be continuing until the end of March.

8. **Date of Next Meeting** – Friday, 19 March at 7.30p.m.

The meeting closed at 8.30 p.m.

**Glenmoriston Millennium Hall**  
**Financial Statement for FY 09/10 as at 5th February 2010**

	Prev Report(Oct 09)	Year to Date	Since Previous Meeting	Previous Year to end Jan 09	This year - Last Year to Date
note: <b>Income</b>					
<b>Grants</b>					
Highland Council PAN Grant	£0	£0	£0	£0	£0
Scottish Arts Council	£0	£0	£0	£0	£0
<b>Total Grants</b>	£0	£0	£0	£0	£0
<b>Donations</b>					
Falck Renewables	£250	£250	£0	£0	£250
Feis	£0	£0	£0	£0	£0
<b>Total Donations</b>	£250	£250	£0	£0	£250
<b>Highland Council</b>					
HC Share of Utilities	£109	£907	£798	£501	£406
<b>Total Highland Council</b>	£109	£907	£798	£501	£406
<b>Hall Hire</b>					
1 Clubs & Community	£286	£589	£303	£851	(£262)
2 Commercial Organisations	£562	£1,082	£520	£420	£662
PA System Hire	£0	£0	£0	£0	£0
<b>Total Hall Hire</b>	£848	£1,671	£823	£1,271	£400
<b>Catering</b>					
Catering Services	£1,122	£2,243	£1,121	£1,025	£1,218
Lite Bites (Nett)	£0	£0	£0	£0	£0
<b>Total Catering Services</b>	£1,122	£2,243	£1,121	£1,025	£1,218
<b>Functions &amp; Events</b>					
3 GLEN Events	£130	£517	£387	£1,274	(£757)
4 Hogmanay 2009	£0	£1,394	£1,394	£426	£968
<b>Total Functions &amp; Events</b>	£130	£1,911	£1,781	£1,700	£211
					£0
<b>Total Income</b>	<b>£2,459</b>	<b>£6,982</b>	<b>£4,523</b>	<b>£4,497</b>	<b>£2,485</b>
					£0
<b>Expenses</b>					
<b>Utilities</b>					
5 Gas & Oil	£0	£945	£945	£0	£945
Electricity	£644	£680	£36	£510	£170
Metered Water Supply	£145	£303	£158	£292	£11
<b>Total Utilities</b>	£789	£1,928	£1,139	£802	£1,126
<b>Admin Costs</b>					
Bank Charge	£0	£0	£0	£0	£0
Subscriptions	£25	£25	£0	£135	(£110)
Insurance	£0	£0	£0	£0	£0
Miscellaneous	£1	£1	£0	£13	(£12)
HC Licenses	£0	£0	£0	£10	(£10)
<b>Total Admin Costs</b>	£26	£26	£0	£158	(£132)
<b>Building Costs</b>					
Cleaning	£0	£0	£0	£18	(£18)
6 Repairs & Maintenance	£82	£200	£118	£123	£77
Kitchen Consumables	£0	£8	£8	£0	£8
Caretaker's Honorarium	£0	£0	£0	£0	£0
<b>Total Building Costs</b>	£82	£208	£126	£141	£67
<b>Events &amp; Fundraising Costs</b>					
7 GLEN Event Costs	£0	£119	£119	£855	(£736)
<b>Total Events &amp; Fundraising Costs</b>	£0	£119	£119	£855	(£736)
<b>Catering Costs</b>					
Catering	£182	£426	£244	£235	£191
8 Hogmanay 2009	£0	£970	£970		
Maggies	£0	£0	£0	£0	£0
<b>Total Catering Costs</b>	£182	£1,396	£1,214	£235	£1,161
					£0
<b>Total Expenses</b>	<b>£1,079</b>	<b>£3,677</b>	<b>£2,598</b>	<b>£2,191</b>	<b>£1,486</b>
<b>Interest Income</b>	£5	£5	£0	£738	(£733)
<b>Operating Surplus/Deficit</b>	<b>£1,385</b>	<b>£3,310</b>	<b>£1,925</b>	<b>£3,044</b>	<b>£266</b>
<b>Cash Flow/Funds</b>					
Funds as at					
Current Account		22/1/09	5/2/10		
30 day Account		£4,277	£10,142		
Charity Bank		£40,233	£10,585		
Cash		£0	£30,000		
		£37	£147		
<b>Total</b>		<b>£44,547</b>	<b>£50,874</b>		

Notes

- 1 Clubs not billed yet for Qtr to Dec 09 £472
- 2 Secretary's Report explains
- 3 Includes £96 Open Floor and Informal Music Night £421 Craft Fayre
- 4 Note that 2008 Hogmanay was a nett figure 2009 shown here is gross income from tickets and bar
- 5 Oil Tank filled Nov 09
- 6 PAT Testing & Fire Equipment Service
- 7 Craft Fayre
- 8 See Hogmanay Summary Overleaf