

Glenmoriston Millennium Hall Management Committee
Minutes of Meeting held Thursday 5th July 2007

Present: Norman Hill, Cherry Duncan, Pat Ungless, Heather Smart, Trish Archibald, Alan Draper, Errol Levings

1. Apologies

Betty Draper, Hugh Watt, Pat Haynes, Pat Tate, Clare Levings

2. Minutes of Meeting 24/5/07

Proposed by Cherry and seconded by Trish, the minutes were adopted and signed by the Chairman.

3. Matters arising from previous meeting

Keys held by Matthew Douglas, Elaine Mishull and Margaret Allen have been returned. 2 of these are master keys and were taken by Errol for future use and the front door key returned to the board in the cupboard.

Pat circulated a brochure from Stage Systems showing options for skirting for the Q-Build stage. This was discussed and the Committee approved the purchase of 7 1.5 metre modules in Royal Blue, at a cost of £304 plus VAT and delivery. Order to be placed so as to take the cost into this year's accounts ending 31/8/07 **(Action Pat U)**

A Fire Risk Assessment has been scheduled for July 12th at 10:00am to be carried out by Neil MacGregor. The cost will be about £240 plus VAT. MacGregors offer a 10% discount for Community Halls. Pat U and Errol will attend and make sure that Neil has access and necessary information as required. **(Action Pat U & Errol)**

New First Aid Boxes are in place in the kitchen and entrance lobby. The contents of these will be monitored from time to time. **(Action Heather)**

Filing from the cupboard has been reviewed and older material disposed of. Remaining archive material that is considered of potential interest has been placed in the filing cabinet in the West Storeroom. Current material filed in box files is still in the electrical cupboard. The key to the filing cabinet is in the electrical cupboard.

An approach had been made to see if the Council would sell some of the folding tables that have been previously hired. The Council is not prepared to sell these although they continue to be available for hire. The Committee discussed the requirements further and approved the purchase of 6 light folding tables of a similar design to those hired. The Council to be asked if they can supply these.

(Action Heather)

The cleaning rota is working satisfactorily and Jean has "inducted" Pat U and Willie into the use of the Floor Buffing machine. Willie will pass this on to Douglas Mackenzie and he, Pat and Willie will buff the floor in rotation as required taking into account usage of the Hall. An application has been received for the Cleaner's job that had been advertised. It was decided that the rota would continue as it is working well and the funds better used within the local community than paying a cleaner. The applicant needs to be advised that the position is no longer available. **(Action Clare)**

Trish asked that hirers who use the oven must leave it clean as the rota volunteers don't have time for this.

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4. Deed of Trust Objects

Norman had raised the question of the Hall's "objects" at the previous meeting and had raised concern that these are not clearly set out in the Hall Constitution. A clear statement of objects is required to maintain charitable status and may be questioned at some time in the future by OSCR (the regulating body).

Norman has now read the Deed of Trust, last revised in 1998 before the new Hall was built. There are some objects set out in this document that cover the situation as to use of the hall and restrictions that also apply, such as the setting up of a permanent commercial operation to create funds. Norman believes that this document together with the Constitution are satisfactory to satisfy OSCR for the time being. No further action is proposed regarding the Constitution at present but as the terms of the Millennium Commission award are at a later date, it might be advisable to consider reviewing these in conjunction with the Deed of Trust to make sure no conflicts exist. **(Action on going Norman)**

It was also confirmed in the Deed of Trust that the Trustees are as implied by the Constitution being the Chairman and Treasurer in office plus the Minister for Glenmoriston and Glen Urquhart, the Community Councillor and a nominee of Glenmoriston Lodge Estate Ltd.

5. Secretary's Report

Since the last meeting there have been 5 NHS lets, the SWRI AGM and 8 free lets.

Lite Bites starts on Tuesday 10th July. The Senior Citizens Committee will provide the volunteers for 3 Wednesdays and profits taken by them.

Bookings scheduled before the end of August are for a private party, the Celidh Trail and the Loch Ness Gun Club. These are all full function hires.

There will be one small NHS meeting during Lite Bites.

6. Treasurer's Report

Financial summary as at the date of the meeting is attached to these minutes.

7. Caretaker's Report

The oil tank is only 20% full and it was agreed to fill it before the end of the financial year 31/8/07 **(Action Error)**

There is an electrical fault in the main hall lighting circuit that is causing the circuit breaker to trip if one of the light switches is on. There is a temporary cover over this switch and a notice. An electrician is required to diagnose the fault. **(Action Error)**

The fluorescent tubes in the main hall are mostly original and are now 7 years old. As access is difficult, requiring the hire of a scaffolding tower, the electrical contractor is to be asked to replace all the tubes. **(Action Error)**

The clean up outside was completed by volunteers on 10th June. The possibility of clearing the area outside the Public Toilets and finishing with gravel was again raised but it was agreed that this is not primarily the responsibility of the Hall Committee and no action is planned.

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8. GLEN Report

The planned Jazz evening scheduled for the 23rd June was cancelled owing to illness in the band.

There are no further events planned before the Fun Day in September.

Negotiations are at an early stage with Mull Theatre for a performance of Brightwater, a production that follows the life of Gavin Maxwell. The GLEN committee will progress this. As this would be a Monday there would be a clash with Bowls that would need to be "negotiated".

9. Health and Safety

Some of the actions arising from the Risk Assessment have been completed:-

- shelf corners rounded
- hatch door hinges protected
- wet floor hazard sign purchased
- first aid boxes installed

The Committee asked Heather to convey its thanks to Alan for doing the work on the shelves at no charge. **(Action Heather)**

The most significant outstanding action is the review of the Hall Hire Agreement. Pat U. has done some preliminary work in obtaining models. **(Action Pat U.)**

10. AOB

Cherry is organising a Prize Draw during Lite Bites with proceeds to Invermoriston in Bloom and the shop will also sell tickets. The prize, created and donated by Cherry, will be "Big Bobby", a green monster-like creature with cuddly attributes (the minute taker has seen one of its siblings and it's really cute).

11. Date of Next Meeting

Thursday 20th September at 7:30pm.

Glenmoriston Millennium Hall
Financial Statement for Year to Date as at 5 July 2007

note:	<u>Prev Report</u>	<u>Y to Date</u>	<u>Change</u>	<u>Comment</u>
<u>Income</u>				
Grants				
Highland Council PAN Grant	£0	£0	£0	
Scottish Arts Council	£0	£0	£0	
Total Grants	£0	£0	£0	
Donations				
Hogmanay Donation	£150	£150	£0	
Feis	£25	£25	£0	
Total Donations	£175	£175	£0	
Highland Council				
HC Share of Utilities	£728	£979	£251	Electricity & Boiler service
Total Highland Council	£728	£979	£251	
Hall Hire				
Clubs & Community	£1,652	£1,972	£320	Qtrly Billing
Commercial Organisations	£1,819	£2,085	£266	NHS, Dance, SWRI
PA System Hire	£50	£50	£0	
Total Hall Hire	£3,521	£4,107	£586	
Catering				
Catering Services	£4,298	£4,545	£247	Forestry NHS
Lite Bites (Nett)	£80	£80	£0	
Total Catering Services	£4,378	£4,625	£247	
Functions & Events				
GLEN Events	£2,879	£2,879	£0	
Total Functions & Events	£2,879	£2,879	£0	
Total Income	£11,681	£12,765	£1,084	
<u>Expenses</u>				
Utilities				
Gas & Oil	£637	£637	£0	
Electricity	£918	£1,020	£102	
Metered Water Supply	£412	£412	£0	
Total Utilities	£1,967	£2,069	£102	
Admin Costs				
Bank Charge	£0	£0	£0	
Subscriptions	£0	£25	£25	PAN Subscription
Insurance	£661	£661	£0	
Miscellaneous	£26	£26	£0	
HC Licenses	£0	£0	£0	
Total Admin Costs	£687	£712	£25	
Building Costs				
Cleaning	£149	£149	£0	
Repairs & Maintenance	£639	£907	£268	Fire equip. Boiler service
Kitchen Consumables	£38	£38	£0	
Caretaker's Honorarium	£0	£0	£0	
Total Building Costs	£826	£1,094	£268	
Events & Fundraising Costs				
GLEN Event Costs	£2,215	£2,225	£10	License (Jazz)
Total Events & Fundraising Costs	£2,215	£2,225	£10	
Catering Costs				
Catering	£468	£494	£26	Food cost
Maggies	£587	£587	£0	
Total Catering Costs	£1,055	£1,081	£26	
Total Expenses	£6,750	£7,181	£431	
Interest Income	£1,079	£1,079	£0	
Operating Surplus/Deficit	£6,010	£6,663	£653	
<u>Cash Flow</u>				
Funds as at		24/5/07	5/7/07	
Current Account		£2,758	£2,815	
30 day Account		£31,567	£31,567	
Cash		£24	£24	
Total		£34,349	£34,406	