

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 7th September 2015

Present: Phil Mansell, Pat Ungless, Rachel Hayes, Betty Draper, Cherry Duncan, Errol Levings, Christine MacDonald, Agnes Bell, Jon Smith, .

Apologies from Hugh Watt, Debbie Cox, Carol Pritchard, Jean Plater.

1. Minutes of Meeting 6/6/2015

Proposed by Errol seconded by Betty.

2. Actions Outstanding from Previous Meeting

1. **Hand Dryers in Public Toilets** - This item carried forward but no action expected until 2016. Margaret Davidson has been informed.
2. **Accounts and OSCR Return for year to 31/8/13** - At meeting on 6th June Carol reported that final accounts for the two years and OSCR return had not been completed. A duplicated payment transaction that took place in 2014 was discovered and action to obtain a refund from Santander was required before resubmitting books to VAL. As Carol was not present there was no update on this item. **(ACTION c/fwd Carol)**
3. **Fire Risk Assessment follow up** - There has been no progress on this item. Pat has read through the Risk Assessment completed by MacGregors and quotes from other installers previously obtained by Errol and has discussed with Phil. As Errol is in the process of handing over his caretaker duties to Jon, it was agreed that Phil Pat and Jon would arrange to meet and agree the next action. Pat handed the file to Jon to read through. **(Action Jon, Pat and Phil)**

Jon has agreed to take over from Errol but pointed out that owing to work commitments he would not always be able to provide immediate attention to any problems but would try to cover routine items as best as he is able. The Committee agreed that he should "find his own way". Errol will provide handover assistance and offered to make himself available in the future if any situation demands it. **(Action Errol and Jon)**

4. **Store Rooms Clear Up** - Cherry advised that the West Store Room clear up will be carried out by the Craft Club in the next week. **(Action Debbie and Cherry)**

3. Secretary's Report - Since 8th June 2015: -

Local lets -7 Painting Club, 3 Gymnastics.

Private lets - Margaret Davidson, Yoga, Community Company.

Commercial lets -Care at Home, 3 SW Skye, Community Services, Forestry, SSE, NHS.

Free Lets -3 Kirk, 3 Ceilidh Nights, Lite Bites

Functions 1

Highland Council Care & Development didn't turn up on 17th June as booked but were

charged. Lite Bites ran for 4 weeks on Monday Tuesday and Wednesday and raised £1780 for Hall funds. Clare has already thanked helpers. Craft Club held Craft Fayre in August. Craft Club, Scottish Country Dancing and Yoga have restarted after summer break. Painting Club now on a 3 month billing basis and will provide a rep for the Committee. Bowls starts in October. The hall will be used for polling on 8th October. Phil added his thanks again to all who helped with Lite Bites.

4. Treasurer's Report - As Carol was not present, no Treasurer's Report was presented.

Cherry advised that communication from the Highland Council had been received regarding a Business Rates Review but that there had been delays in receipt of this owing to incorrect addressing. A return was now required including 2 years Accounts and copies of the Hall Constitution with only a short time to the deadline stated by the Council. She has given the forms to Carol but did not know if they had been completed or returned. **(Action Carol)**

5. Caretaker's Report - Errol reported that the Drainage System had given more problems in August. The pumps had stopped working owing to blockages caused by matter that should not have been flushed. The pumps have been cleared and serviced and the septic tank emptied ahead of the expected schedule.

There was some discussion regarding the possible causes of the problems which were thought to result from the significantly increased tourist volume in early August. There are now a number of motorhomes and tents using the car park overnight and coaches calling daily. Although usage of the car park is not in the control of the Hall it was agreed that the Highland Council should again be advised of the impact that this is having on the toilet facilities. Rachel believes that Councillor Davidson is aware of the situation and agreed to raise the matter at the Community Council. **(Action Rachel)**

Errol reported that he had ordered replacement lock barrels for those that are worn. He also agreed to order more master keys. **(Action Errol)**.

The Toilets door-closers require adjustment or replacement.

Errol suggested that in view of the current low price, the oil tank should be topped up. He has forms to join the West Glenmoriston oil scheme, but there was some doubt as to whether these could be completed in time for the September order. Errol to speak to Elaine. The next order will be in November.

6. Committee Succession - Phil said that he would like to know if any of the officers intended to resign at the AGM so that replacement arrangements could be made. He said that he is willing to continue as Chairman and Pat will continue as Minute Secretary. Carol's position is not known.

Cherry had previously stated that she would stand down at the AGM. However, she is prepared to continue as Booking Secretary if the role can be reduced to managing the booking diary and quarterly invoicing schedule for the Treasurer. She proposed that catering for business meetings should be discontinued and that hirers requiring tea/coffee should be asked to make it themselves with a £6 use of kitchen charge made. The Committee agreed that this was reasonable. There was further discussion regarding opening and closing of the Hall as

Cherry is no longer prepared to keep doing this for each booking from a non key-holder. This requires further thought and Phil is looking at alternative entry systems that might solve the problem. **(Action Phil)**.

Meanwhile it was agreed that the simplest solution was that hirers should collect the key from the shop during opening hours and from Cherry outside hours. It would be necessary to advise hirers which arrangement to use at the time of booking.

7. **AGM Date** - A date of Wednesday 4th November was set for the AGM. There may be a short Committee meeting before the AGM. Pat will do notices **(Action Pat)**

8. **AOB**

Errol asked that Hogmanay arrangements is on the agenda for the next meeting.

Rachel said that she will advise a date for the Children's Christmas Party.

Cherry reported that she had spoken with Angie and Peter Yair who had offered to talk to the Committee about information they had obtained recently from SSE about provision of generator cover in the event of an extended power failure. The Committee thought that it might be preferable for someone from SSE to explain what it had to offer.

9. **Date of Next Meeting** - Friday 23rd October at 7:30pm.