

Glenmoriston Millennium Hall Management Committee

Minutes of Meeting 8th December 2015

Present: Phil Mansell, Pat Ungless, Cherry Duncan, Christine MacDonald, Agnes Bell, Debbie Cox, Jon Smith, Graham Wood, Carol Pritchard

Apologies from Hugh Watt, Jean Plater, Rachel Hayes, Betty Draper, Elaine Minshull

1. Minutes of Meeting 23 October 2015

Were approved as being correct

2. Actions Outstanding from Previous Meeting

1. **Hand Dryers in Public Toilets** - This item carried forward but no action expected until 2016.
2. **Accounts and OSCR Return for year to 31/8/13** – see Treasurer's report
3. **Caretaker Handover** – has taken place. Jon Smith is now caretaker.
4. **Fire Risk Assessment follow up** – see Caretaker's report for detail

3. Secretary's Report

Since 26th October 2015: Private lets - Ambulance, 5 x Yoga, Deer Group, Clare Levings
Commercial lets – 3 x SW Skye, SSE, NFU

Free Lets Kirk x 3 including Remembrance Sunday, 2 x Ceilidh Nights, Children's Party.

Craft Club had a successful Fayre in November. The beginners Ceilidh Dance classes only attracted 2 new dancers so the first two lessons were held, and the third was cancelled as they could not attend. The last session was the normal monthly Sunday dance.

Yoga and Painting have finished until January. Dancing and Bowls meet for another 2 weeks.

The Children's Party is on Sunday 13 December. The Christmas Ceilidh night is on 12 December and Hogmanay Ceilidh on 31 December – 12 tickets sold already.

4. Treasurer's Report –

1. Books, files and Quickbooks records on laptop were handed over by Carol on 10th November.
2. No formal Accounts have been prepared since the year ending August 2012.
3. A set of records suitable for submission to the Accountant have therefore been prepared for each of the years 2012-13, 2013-14 and 2014-15. 12/13 and 13/14 were delivered to VAL in Fort William on 26/11/15 and the 14/15 is ready to send. David Govan at VAL has promised to look at these when other work permits and I am waiting for feedback from him.
4. Although Pat has been able to reconcile the various Bank Account Statements at the end of each year, there have been a lot of transactions made from the 2 cash floats in recent years and the amount handed over to me did not reconcile with Quickbooks. The calculated cash balance based on the paper records is less than the actual cash. An adjustment of £237.04 appears in this year's figures as income, based on the count of cash handed over to me and the "book" figures I arrived at.

5. Have spoken to OSCR regarding the late submission of returns for 12/13 and 13/14 and they have noted on the file that returns will be made shortly.
6. Change of signature forms for the Santander accounts have been sent. Completion of the change for the Current Account is still outstanding as the form of address confirmation I sent was considered unsuitable and I have had to send another. The Savings Account has been changed as it appears that I was never removed from it and therefore the Bank considered it OK just to change my address.
7. It came to light during a conversation with Santander that Clare has not been removed as a signatory and Ian's name was also mentioned. This means that we need to check the position with the Bank again, which I will do when I am added to the Current Account as until then the Bank won't discuss the account in detail.
8. We will require a Committee Minute that confirms who the Committee want as signatories and removing Clare (and Ian?), duly signed and another set of change forms will have to be sent. Form for the Scottish Widows is ready to send.
9. The Highland Council was billed in April 2015 for utility costs based on bills from October 2013 to January 2015; a total of £2,320. This did not include a charge for electricity. No further billing has been made for utility costs since January 2015.
10. The last billing for electricity that I could find was for the quarter to June 2013 and I have sent a bill based on charges billed to us from July 2013 to April 2015, which is the last date for which I have a Toilet meter reading. Total billed £1,743.25. A further bill for £627.38 has been sent in respect of charges for septic tank emptying, heating oil and metered water. No response as yet. Contribution for periods since April can be billed when the next bill is received from SSE and the toilet meter read.
11. Statement of Receipts and Payments for the first 3 months of the new financial year are attached showing a reduction in funds of £1,234.

Decision - Confirmed that the signatories on the Club accounts are to be Pat Ungless, Cherry Duncan and Phil Mansell. If Clare Levings and Ian Evans are still signatories they should be removed. Carol Pritchard has signed the relevant forms to be removed from the accounts.

5. Caretaker's Report

Jon reported that he has received another Fire Assessment report which seems much more practical and applicable to the Club's premises than the earlier one from MacGregors. Various suggestions are included for consideration and action including moving signage, treating some areas with fire retardant, smoke alarms in attic spaces and fire marshals appointed for each event.

Action – Jon to obtain quotes for necessary work and discuss with Phil and Pat once obtained so that work can be done.

Christmas tree has been delivered. Jon will consult Errol about practicalities of putting tree up and to do so before Friday.

If replacement keys are required for the front door these can be ordered.

The cold water tap at the front of the building has been removed for the winter to avoid damage to it by freezing.

6. Hogmanay

Tasks had already been allocated and are in hand. Errol has applied for the licence. There will

be at least 6 children present. Debbie will organize games. Phil will take posters to Fort Augustus.

7. **AOB**

- Key for outdoor noticeboard – Pat asked whether it would be useful for it to be in the Hall? Yes – will be put in the drawer in the kitchen so it can be accessible.
- Decorations – will put them up on Friday afternoon except for the meeting room as Tiffany wants to decorate that on Sunday morning.
- SW from Skye have booked second Tuesday of the month for the whole of next year. They now collect the key from the shop and pay for use of the kitchen. Will be billed on a 3 monthly basis.
- Burns Night – Clare Levings joined the meeting and reported that Adam may not be able to be as involved in the organization of Burns Night as usual for health reasons. If that is the case, what is the appetite and ability of the Committee to arrange it?

Action – Phil will speak to Adam to see whether he could arrange the speakers, and if so the Committee could arrange the rest of the event. If not would have to rethink.
Pencilled in 20 February in the hope the event could proceed.

8. **Date of Next Meeting – 12 January 2016**