

# Glenmoriston Millennium Hall Management Committee

## Minutes of Meeting 9<sup>th</sup> September 2021

**Present:** Clare Levings (Chair), Cherry Duncan, Patrick Ungless, Debbie Cox, Stella Barter, Agnes Bell, Lynne West, Robert Ungless, Jean Plater, Graham Wood and Carol Pritchard.

1. **Apologies:** Hugh Watt, Phil Mansell, Jill Wyatt, Christine Macdonald, Catherine Thomson
2. **Minutes of meeting of 7<sup>th</sup> June 2021**

Proposed by Cherry and seconded by Lynne subject to noting that the Heritage Group event has been put over to next year

### 3. **Matters Arising**

- a. **Outdoor market update** – has not been a great uptake yet but the book sale raised £82 and Jean Curley also used it as a pop-up shop recently. Still awaiting confirmation of the owner of the land. **Clare will follow this up.**
- b. **Fire alarm update** – system is working well and is fully compliant. It is possible to see which zone is impacted when the alarm goes off. Ideally the void would be separated but that would involve a lot of work. If the fire alarm sounds a key holder must be contacted. Hirers are not responsible for responding to the alarm. Key holders need training in how to respond. Hirers need access to a list of keyholders to contact. **Graham to arrange meeting to take this forward.**
- c. **Community Council representative** – Jill Wyatt is now our CC representative but may not need to do much as we have sufficient trustees to deal with the transfer paperwork.

### 4. **Booking Secretary's Report**

Public Entertainment licence now issued and valid until August 2024.

Since the beginning of June Yoga and Zumba have had regular weekly meetings. Zumba has to be booked in advance. The Craft Club meets twice a month. The Art Group started meeting but have stopped and will resume in October. GIG had an open meeting in August to find out opinions about proposals. The Glenmoriston Deer Group met in August.

Dunreadin Book Group have had 2 meetings and booked again for September. The Knit Group have booked 2 meetings for September. Hoping that Bowls starts soon. Muirden Energy have booked the meeting room from 12 noon to 8.00 pm on 15<sup>th</sup> November.

Covid is still with us. There are exit sheets to complete at the end of a let. If a small group they can just tick the form when completing the time out sheet. Please ensure that tables and door handles are disinfected. It is important to continue to do this to ensure that clubs and activities can continue.

5. **Treasurer's Report**—Pat had circulated his report showing that funds are down by £12,400 for the year. Last year the shortfall was £5,000. The £10,000 Covid grant has helped a great deal over the 2 year period. Main expenditure is repairs and maintenance and Graham went through the detail of what had been required including annual maintenance agreement with Northern Alarms, PAT testing, boiler repairs and maintenance.

## 6. **Caretakers Report**

Graham submitted a written report covering the following:

Activity in hall remains at a low level

Emergency lighting system has been completely overhauled and should be compliant for some time to come.

Fire alarm system been inspected by Northern Alarms and passed. One detector in void not easily accessible to the engineer and he suggest that a ceiling hatch is installed to allow access. Could this be done by the contractor who will be doing the cosmetic work in relation to the toilets?

Oil tank not compliant with current building regs and has been leaking water into the bund for years. Should it be replaced? Graham recommends that it is replaced and moved to a more appropriate position further away from the building. Can a new concrete base for a new tank be included in the sewage improvement works?

Can the two UPVC fire doors be repaired or replaced? Do not close easily.

Hall now over 20 years old and needs ongoing repairs, maintenance and replacement of items. This could use up more of the hall funds than has been necessary to date. Can the SCIO ring fence existing funds to ensure the work can be funded?

Thanks to all those who helped clean the chairs at the weekend. It may be worth purchasing a dehumidifier for use in the storage room if the chairs are not going to be used frequently to avoid damp damage recurring.

The hot water in the kitchen is now switched on again. Suggest not using the dishwasher yet, particularly for small functions. It will need to be run empty a few times before proper use.

**Decisions:** as this could be the last meeting of the committee in its current form, decisions about planned expenditure and any grants to apply for should be left for the SCIO to take forward.

## **7. Update on Public Toilets and Elsan Tipping Point (ETP)**

Pat gave an update and had circulated notes from the “toilet group” before the meeting.

Contributions are made by THC, funders, contractor, architect etc. RTIF agreement has now arrived (late) and is 40 pages long but the group have not had the opportunity to discuss it yet. They wanted the work done, and money spent, within 12 months of March 2021 but did not get the paperwork until September 2021 so hoping can extend it. Want to proceed with the minimum work required to ensure working toilets are open in spring 2022 and to implement the Council service agreement.

There is an issue with the paddlegate as there is not enough space between the external door and disabled door so some building alterations are necessary to accommodate the paddlegates proposed by the Council. The solution has to provide for activity spaces as per buildings regs and DDA for internal and external use. Architect to look at options to resolve this. Building warrant applications about to be made. Need detailed agreed plans before appointing a contractor.

ETP – have suggested it is re-sited at far end of car park away from hall. Awaiting response from car park/roads reps of THC.

It is the trustees of the SCIO who can enter into the contract and be signatories.

Aim is to open toilets to the public by Easter 2022.

## **8. Update on SCIO and publicity**

Robert set out the current position – in transition to the SCIO which does exist and now needs members. Aim for a AGM of Hall Committee and EGM of SCIO to elect Board in mid-November.

Publicity group have been working on materials for distribution. Once approved aim to have publicity materials published next week and start distribution thereafter. Will need 14 days notice of the SCIO EGM and the identity of those who wish to be Board members to be known at least 12 days before EGM. All the Hall Committee will stand down at the AGM and that will be the final meeting of the existing committee.

There is guidance available about the responsibilities of the SCIO board members, who will all be trustees. The members of the SCIO can vote for the Board members. Can have up to 13 Board members. All users, current committee members, residents in Glenmoriston are to be encouraged to become members so they can have a say.

Flyer and longer explanation were approved. Changes were suggested for the membership form.

**Carol to amend membership form. Robert to arrange printing. Graham to advise and organise distribution in Glenmoriston. All to encourage membership applications.**

## **9. Future events**

Monday drop in. Lynne has some volunteers willing to help. Start from Monday 25<sup>th</sup> October – tea, coffee, biscuits, cake, book and jigsaw swop, general chat. 10.00 – 12 noon. Donations to the hall. Quiz is going ahead on Friday 25<sup>th</sup> September.

## **10. Any Other Business**

- a) Public Entertainments licence – schedule of conditions will be placed on the noticeboard so all can see it.
- b) Reminder to all users to use the exit policy relating to cleaning etc to be found in the poly-pocket in the folder in the entrance to the hall
- c) Local family booking for a party in early October. Not huge numbers and between 7.00 pm and 10.00 pm. Will charge hourly rate and agree that they can bring alcohol.
- d) Craft Fair – hope to hold one on 6<sup>th</sup> November. Will be fewer tables than usual and Covid safe
- e) Clare and Pat are not going to stand to be on the Board of the SCIO at the EGM, although they will be members and entitled to vote. They are willing to continue to attend and help at events.

## **11. Date of the Next Meeting – to be arranged when required**