



MINUTES

Pennyghael Community Hall Meeting
7.00pm 2nd November 2023

Trustees

Sue Morgan
Jo Sinclair
Mark Wagstaff
Graeme Sinclair

Attendees

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies: Helen Wilson, Emma Morgan, Phil Godding.
2. Minutes of the Trustees Meeting of 15th September 2023 were received and accepted.
3. Matters Arising from the Minutes and Notes: None
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 – 31st October 2023.
 - i. Robertson Trust Funding money has come in.
 - ii. We are going to try pay Iain before the end of the financial year. JS will speak to him.
 - iii. CL to chase up the Catering World refund.
 - iv. Charlotte's tax code was wrong, MH is now using a 'week 1, month 1' code and has written to HMRC regarding the matter as the hall has nothing to offset the tax owed by HMRC.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. 100 club – a draw will be done in the coming days.
5. Action Plan:

To REVIEW progress with actions agreed at last meeting and to AGREE any appropriate additional ways forward:

 - a. Blown Glass in Kitchen & Dining Room: Ongoing.
 - b. Monitoring need for Pest control: Bate stations and filling in any holes to make the hall pest proof were discussed.
 - c. Hall Bins: Ongoing. It was mentioned that the hall would come under commercial fees.
6. Development Officer: Policies, Procedures, Terms and Conditions, Recruitment
 - a. To NOTE the following policy documents still to be agreed:
 - i. CL development to include policies, safeguarding, first aid, food hygiene.
7. Re-opening of Community Hall
 - a. Food Hygiene Course: Level 3 to be completed at a later date. Everybody in the kitchen must have Level 2 certificate.
 - b. Water Testing & Filters: Alex will come look at the water filtration system at some point. Bottled water used for now.



- c. Potential Bookings:
 - i. Scottish Cross – it would be for one night; all were happy for this to go ahead.
 - ii. Spicy Sprout – Ester would like to bring her takeaway business to the hall, only using the entrance hall. It was decided that a minimum hall hire charge would be set at £20 due to rising costs and time it takes to open hall etc. for somebody. CL will adapt hall hire sheet.
 - iii. InBalance Iona may also be interested.
- d. Pop up Café – 10:30 to 2:00pm serving soup with a roll, cakes, and tea & coffee.
- e. A producer's market was mentioned when the idea of seeing if local producers/businesses would be interested in having a shelf within the hall to sell their produce, possibly giving 10% of sales back to hall?

8. Fixing the Roof and Dampness in Walls: Ongoing.

9. Any Other Business:

- a. Christmas: A decorations day/weekend will be arranged. GS can organise getting a tree for outside. EM was going to talk to Linda Dawson about Christmas carols.
- b. A meeting was organised for the 6th of November to review the Big Bang Breakfast.
- c. It was discussed and decided that no dogs are allowed in dining room/eating/cooking areas within the hall (guidance dogs excluded)
- d. A day is to be agreed to tackle and organise a plan for the classroom.

10. Date of Next Meeting: 30th of November @ 7pm