



MINUTES

Pennyghael Community Hall Meeting
7.00pm 30th November 2023

Trustees

Sue Morgan
Jo Sinclair
Emma Morgan
Graeme Sinclair
Helen Wilson

Attendees

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies: Phil Godding, Mark Wagstaff
2. Minutes of the Trustees Meeting of 2nd November 2023 were received by SM and accepted by JS.
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. Cash tin amount is £298.55 with some money haven been taken out for fuel and MBS.
 - ii. SH/MH are going to look into the running costs of the hall/what payments go out, so we know what we need to have in the bank.
 - iii. CL to look into paying Gleaners monthly.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Robertsons trust funding has managed to pay Iain MacDougall
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: Ongoing.
 - c. Hall Bins: Ongoing.
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.
 1. It was discussed and decided to do a PVG check for Charlotte with her role being Community Development Officer.
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: Ongoing, it was discussed getting a book to keep the records of when we changed and/or cleaned the filters.



c. Hall Hires:

- i. Art Exhibition – all were okay with this being the two weeks either side of Buessan Show (26th July to 9th of August) It was decided that the classroom must be cleared by March for the pilgrimage hire.
- ii. U3A – They raised a concern in the hire costs being too high. It was decided to contact them to see what they would be able to afford and find out how often they would like to use the hall, how many people, roughly, in each session etc.
- iii. Memorial/Music Night for Joe McHugh – possibly something that we will try to do in the coming months.
- iv. Wellness Days – This is something that may happen. It would involve us running the café while other local businesses/organisations such as Bowen, reiki, mental health support etc. offer clinics.

8. Reviewing Events

- a. Big Breakfast – the event was well received with many positive reviews. Oven was super and there was enough room to cook everything. Bacon was slightly undercooked so something to keep an eye on.
 - i. Price of Breakfast – Some feedback was given on how it is expensive, and they would not come again at that price. We considered and discussed how it is an all you can eat event; prices have risen, and we need to ensure we are covering costs and making a bit of a profit to ensure we can keep the hall running. Perhaps in the future, we can limit the variety to lower costs and then therefore, the cost of a meal? It was decided to keep the price as it is for now.
- b. Cafes – going well, JS gave CL an event monitoring form which will keep a record of how everything is going.
- c. Spicy Sprout – Popular and enjoyed, hopefully a regular event in the future.

9. Fixing the Roof and Dampness in Walls: It was discussed that CL should do weekly checks/checks after every storm to ensure that there is no damage.

10. Any Other Business:

- a. Dogs in the Hall: A couple of people have mentioned wanting to bring their dogs into the hall. A couple of worries were brought up with their not being a lot of room within the hall during food events, allergies, and wet, damp smell. The floor in dining room is also a worry with dogs as it can get very slippery when wet. Then kitchen & dining room are also within direct access, it isn't separate. It also mentioned that most places accept dogs, and many people see dogs as part of their family. A designated area for dogs outside with tie up rings, bowls and potentially shelter was discussed. This is going to be an item to review and monitor over time. Now, dogs are still not allowed in the hall.
- b. Christmas Carol Service: SM to see about finding a piano player.
- c. Electric Car Charging: Moray Finch sent an email round about setting up a charger station at the hall. It was discussed that there would be demand and a profit involved for the hall. However, with the plans of the new bridge, we are unsure whether this would cause an issue. EM/GS were going to reply and communicate these thoughts back to Moray.
- d. Future of the Hall: Clansman are opening a shop/laundrette, some mentioned that this is possibly a threat to our summer café plans, however it was mentioned that we can work round it, grow organically and overtime find out what suits us best.

11. Date of Next Meeting: 16th of January 2024 @ 7pm