



## NOTES

Pennyghael Community Hall Meeting  
7.00pm 12<sup>th</sup> October 2023

### Trustees

Emma Morgan  
Jo Sinclair

### Attendees

Sue Hardwidge  
Martin Hardwidge  
Charlotte Lines

1. Apologies: Helen Wilson, Sue Morgan, Mark Wagstaff, Graeme Sinclair, Phil Godding.
2. Minutes of the Trustees Meeting of 15th September 2023 will be received and accepted at next trustees meeting.
3. Matters Arising from the Minutes and Notes: Check that the minutes are correct with who attended and who gave apologies.
4. Finance:
  - a. To RECEIVE report for the period financial year 1<sup>st</sup> Dec. 2022 –11<sup>th</sup> October 2023.
    - i. It was mentioned that funds are running low however, a generous donation is going into the bank tomorrow (13<sup>th</sup>)
    - ii. Over the next two weeks, there will hopefully be a refund of £2752 coming from Catering World.
  - b. Fundraising
    - i. To keep under REVIEW conditions and dates attached to recent grants.
    - ii. 100 club – we are 9 tickets off from 100. Once we have 100, we will do a draw.
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.

It was discussed about adding the classroom onto the action plan, however, it was thought that our energy is best focussed on raising funds and using what we have got ready now.
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. MH has adapted and drafted the safeguarding policy for social media/internet. JS to revise it.
7. Re-opening of Community Hall
  - a. Food Hygiene Course: Mark Parry advised that whoever is running/in charge of the kitchen should have Level 3 Food Hygiene Course.



- b. Water Testing & Filters: Email sent to Mark Parry with our action plan which is how we will move forward. Short term with bottled water and do not drink signs, long term, getting Alex in to check/change the water filter system.
- c. Hall Hire Prices, Booking Form & Payments: It was discussed whether we need to charge electricity on top of hourly charge. It was also discussed that asking for hall hire payment 7-10 days prior to booking would be best.
- d. Potential Bookings:
  - i. Art Exhibition – We would be able to run the café alongside and 10% of their sales goes towards hall hire. It would be sometime next year, and they would need the classroom as well as the dining room.
  - ii. Pop up Café – It was discussed having a regular café open through the winter so we can work out how everything works before opening for the tourist season. JS mentioned another place take in orders for breakfast the night before, so they know how much they need to cook. It was also discussed about having a Pop-up Café every Tuesday starting on Tuesday the 7th of November.
  - iii. Some events to do with the Church may be possible with the Hardwidges/Liz Gibson in the new year or easter time.
- e. Opening: Sunday the 5<sup>th</sup> of November was discussed on being the opening day as a big breakfast 10:30 to 13:30. CL to put onto WhatsApp group.
- f. Christmas ideas were discussed such as a producer’s market, Christmas carols and/or a mulled wine/mince pie evening. EM will contact Linda Dawson about potentially doing some Christmas carols.

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

9. Any Other Business:

- a. Building Warrant – It was discussed that we may have to notify someone that we have finished works, EM/CL to investigate.
- b. CL to advertise and put events in R&A.
- c. Map of Mull – EM to ask the artist who did it whether they would come tidy it up.

**10. Date of Next Meeting: 2<sup>nd</sup> of November @ 7pm**