

Pennyghael Community Hall
27th March 2018

APPROVED MINUTES

- 1 Present
Kath, Gill, Steve, Rebecca, Helen, Joy, Liz, Emma
- 2 Apologies
Erica, Sue
- 3 Previous meeting minutes – any matters arising
Proposed – Steve
Seconded - Joy
- 4 Trustee forms (a back seat)
Steve and Erica need to complete 'declaration by charity trustee' form
- 5 Officers
Chairman – Joy
Treasurer – Steve
Secretary - Emma
- 6 Gift aid form
Steve and Emma to work on completing gift aid form
- 7 Signing of last years accounts
Helen to sign final set of accounts and then send to R A Clements
- 8 2018 membership forms
Steve and Emma to work on 2018 membership forms
- 9 Food hygiene officer
Kath happy to manage food hygiene side of things, will produce forms to be completed for each event
- 10 Pie and Quiz night – Saturday 7th April

Main Course	Kath already started to make pies (meat and veggie option)
Puddings	Joy happy to make Apple pie
Quiz Questions	Kath already under control with the quiz questions
Drink	Enough in the cupboard
Raffle	Kath to get some raffle prizes when away
Licence	Done!
Posters	Steve G nominated to do shop posters Liz to do big posters for outside Emma to e-mail Martin for adding poster to the website
Shopping	Kath under control
Helpers	Most people are available to help on the night
Music	Kath to bring CD's to play as back ground music
- 11 Next event – forward plan for the summer events?

Sunday 20th May - Big Breakfast 10.30am - 12.30 am

Saturday 26th May - BBQ, 7.30pm licensed

Sunday 3rd June - Producers market, time will be communicated in the future

Sunday 17th June - BBQ, 7.30pm, licensed

Sunday 15th July - BBQ, 7.30pm, licensed

Sunday 22nd July - Producers market, time will be communicated in the future.

Sunday 16th Sept - Producers market, time will be communicated in the future

- Emma to Let Janna know
 - Emma to Apply for licence
- 12 Hall improvements
- Update on electrics
 - Steve to chase John MacPhail for breakdown of what is included and what is not included
 - Water testing
 - Water testing will be carried out this week
- 13 Outside gates and posts – ready, will be assembled in April
- 14 New bank account forms
- 15 MICT funding – unfortunately due to the high demand of applicants, we were unsuccessful with our application
- 16 Hall booking – birthday party, Scottish Cross, Amy Simpson booking
- 17 Close of meeting

FOR INFORMATION

Community film club

ONGOING ITEMS

Heading for new board outside - ONGOING

Outside sign for events - ONGOING

Year Planner on board – ONGOING

FOR INFORMATION

Art Exhibition dates 26/07/18 – 12/08/17

~~U3A – 19th February 2018~~

~~U3A – 19th March 2018~~

U3A – 16th April 2018