



MINUTES

Pennyghael Community Hall Meeting
7.00pm 13th February 2024

Trustees:

Sue Morgan, Jo Sinclair, Graeme Sinclair, Mark Wagstaff, Phil Godding

Attendees:

Sue Hardwidge, Martin Hardwidge, Charlotte Lines

1. Apologies: Helen Wilson
2. Minutes of the Trustees Meeting of 15th January were received by SM and accepted by PG.
3. Matters Arising from the Minutes and Notes:
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2023 – 12th February 2024.
 - i. It was mentioned that we need to work out profit more and ensure we are covering costs and generating enough income to cover the running costs of the hall.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. The funding applications JS had applied for have no more funds to give out so they will be sitting again in April.
 - iii. An interest free loan was offered so we know it is there if we need it. For now, we are going to keep fundraising and having events to hopefully raise enough to keep us afloat.
 - iv. Asking local estates whether they would be interested in sponsoring some of our events. CL had started a proposal and presentation to send out, MH mentioned he could help/show CL how to do an interactive power point.
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: It was mentioned putting the extractor fan back in the window where it once was as it is going to be a lot of work to put our new extractor fan in. A cover will be needed/made to minimise the draft from it.
 - b. Monitoring need for Pest control: Ongoing.
 - c. Hall Bins: Ongoing.
 - d. Extractor Fan: We haven't got all the parts required for putting up our new extractor hood/fan, therefore we will put the old extractor fan back up.
 - e. Classroom: It was agreed to meet on Wednesday the 21st of February to sort out the classroom. There are a few items to be sold etc. Classroom ideally needs cleared before Sams Concert & Scottish Cross.
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: ongoing. It is important to encourage any volunteers to do the course and prevent anyone without it from coming into the kitchen.
- b. Water Testing & Filters: Alex had a look at what is needed, and everything has been bought to sort our system such as ultraviolet light etc.
The boiler will also be serviced when he is next here.
- c. Hall Hires:
 - i. Spicy Sprout is coming back on the 21st of February.
 - ii. Scottish Cross is hiring the hall 28th & 29th, classroom will be needed.
 - iii. Art Exhibition – Booking confirmed (26th of July to the 10th of August) It was discussed having no dogs at this to try avoid any accidents with artwork.
 - iv. Cruise Ship Lunch – Booking confirmed (28th of May)
 - v. Pennyghael Estate may hire the hall at some point around the end of March.
- d. Hall Events:
 - i. Pie & Quiz Night (24th Feb): Venison Pie, Shepherds Pie & Pumpkin & Cauliflower Pie. PG can be the quiz master. Get some mixed bags of vegetables. We will have about 60 portions which should be plenty. It was also discussed moving start time to 7pm due to the England vs Scotland rugby game finishing at 6:30pm.
 - ii. Sam & Reids Concert (8th March): MH spoke to Sam regarding the PA system.
 - iii. Plan another Big Breakfast: It was decided to have our next one on Sunday the 3rd of March and then Sunday 14th of April.
 - iv. Easter Egg Hunt and/or Café: It was decided to do an Afternoon Tea & Egg hunt of Saturday the 30th of March. £10 a person, £30 for a family of 4. Chocolatey type raffle at this event.

8. Reviewing Events

- a. Cafes – Improving and popular!
- b. American Pancake Breakfast – Great reviews, pancakes were good with the ready made mix the easiest. Some scales need to be bought for the hall.

9. Fixing the Roof and Dampness in Walls: Some slates have slipped, ongoing, need to keep an eye on them.

10. Any Other Business:

- a. Thank you, letter, – It was discussed writing a letter/thank you card to EM for all she did to help get the hall to this point.
- b. Projector Screen in the classroom needs moving to the end wall.
- c. Alcohol – CL to investigate the licences and rules on selling alcoholic drinks.
- d. It was discussed trying to get more volunteers on board. Once one or two trustees/volunteers are away, there is not many to help out at events.
- e. Insurance is £150 a month with Ansvar with a specific community hall insurance. At some point, someone needs to have a look at what it covers and if it is still the best deal.
- f. Finding out how many people are allowed in the building was discussed.
- g. Sue & Martin – After September, Sue & Martin will be leaving the island. It was discussed that CL can pick up a lot of what they do. CL & JS will meet and can go through the list.
- h. A feather flag was discussed being bought saying 'Café Open.' They are roughly £70 each.
- i. AGM May time?

Pennyghael Community Hall,
Pennyghael,
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11. Date of Next Meeting: 12th of March 2024 @ 7pm

Email: trustees@pennyghael.org Website: www.pennyghael.org
Pennyghael Community Hall is a registered Scottish Charitable Incorporated Organisation (SCIO)
SCIO: SC031866

