



MINUTES

Pennyghael Community Hall Meeting
7.00pm 16th January 2024

Trustees:

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

Attendees:

Sue Hardwidge, Martin Hardwidge, Charlotte Lines

1. Apologies: Phil Godding, Helen Wilson
2. Minutes of the Trustees Meeting of 30th November 2023 were received by JS and accepted by MW.
3. Matters Arising from the Minutes and Notes:
 - a. Dogs in Hall – we are unable to put dog tie rings on ramp due to safety and we cannot put tie rings on the wall as the cement is too poor. The classroom has been sorted so anybody can bring their dog in and stay there. We cannot have dogs in the canteen as we have food on display/being served in there and they could be in direct contact. Dogs must be always on a lead and under control.
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2023 – 15th January 2024.
 - i. Last years account need audited, this was going to be done by the Degnam's but due to a family situation, they can no longer. They are going to ask the treasurer of Bunessan Hall if they would be able to do it. Accounts need to be in to OSCR by July.
 - ii. We are running low on funds with CL wage to go out and insurance but there could be some more funding money coming in.
 - iii. CL must set up gleaners direct debit.
 - iv. Need to bring in £1500/£2000 a month minimum to cover costs.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. 100 Club draws must be done 24th January, 24th April & 24th July.
 - iii. Hamper/Raffles: Raffles are not ideal at breakfast events as people hang around but for themed evenings, it's a good idea to raise funds.
 - iv. SM mentioned that she would be up for having another tea party to fundraise for the hall, May time.
 - v. Cake Box – honesty box to put excess cake in etc. Social media posts to let everyone know there is cake in there. CL to look into & organise.
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.

7. Re-opening of Community Hall
 - a. Food Hygiene Course: ongoing
 - b. Water Testing & Filters: SM will ask to get the hall water tested when they test hers.
 - c. Hall Hires/Events:
 - i. Art Exhibition – Booking confirmed (26th of July to the 10th of August)
 - ii. Cruise Ship Lunch – Booking confirmed (28th of May)
 - iii. Sam & Reid Concert – 8th of March to raise funds for the hall. Cans of drinks, water bottles & nibbly foods to be bought.
 - iv. Big Breakfast Date – 28th of January. American Breakfast on the 11th of February.
 - v. Pie/Themed night date – Pie & Quiz night on 24th of February
 - vi. Film Club/Stream Six Nations – Great idea for the future, not got time to organise for six nations. Could look into Film Club but licensing can be costly and tricky.

8. Reviewing Events
 - a. Cafes – It was discussed doing more than one café a month, increasing to 2 a week in winter and then more in the summer to raise funds. CL to lead and organise cafes & volunteers. It was also discussed having additional cafes during February half time on the 12th, 13th & 14th.
 - b. Carol Service – well received and a good evening.
 - c. Spicy Sprout – Popular again, hopefully returning mid-February.

9. Fixing the Roof and Dampness in Walls.

10. Any Other Business:
 - a. Classroom – We had a quick sort out, there are a few things to sell/throw away such as selling the pool table. Date to be organised, meet weekend of the 20th/21st?
 - b. Open Banners/Signs – It was discussed getting flags/banners to show when we are open once there are the funds.
 - c. There are a few things that the hall needs such as herbs, blender, etc. but this will be got when there are more funds.
 - d. Car Club treasure hunt – MW is organising a treasure hunt for the car club in September and is going to suggest using the hall as the finish venue. We could have a BBQ that evening.
 - e. Extractor Fan – MW to find out and get quotes for what is needed to get it installed and then JS can see about trying to get funding to put it in place.
 - f. BBQS – The Hardwidges have very kindly agreed to letting us store the BBQs in their garage.

- 11. Date of Next Meeting: 13th of February 2024 @ 7pm**