



MINUTES

Pennyghael Community Hall Meeting
7.00pm 3rd of June 2024

Trustees:

Jo Sinclair,
Mark Wagstaff,
Graeme Sinclair,
Phil Godding.

Attendees:

Charlotte Lines,
Sue Hardwidge,
Martin Hardwidge,

Sue Morgan resigned on the 11th of May 2024.

1. Apologies: Helen Wilson
2. Minutes of the Trustees Meeting of 1st of May 2024 were received and accepted.
3. Matters Arising from the Minutes and Notes:
 - a. Sue Morgan resigned as a trustee on 11 May 2024.
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2023 – 3rd June 2024.
 - i. Cruise Ship Lunch hire money to come in soon.
 - ii. Oil DD to go out on the 10th (£120)
 - iii. When funds allow, the electricity bill needs to come out and paying back the private loan as well.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Possibly some funding from A&B Council coming in June
 - iii. Funding for a book event is applied for.
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.
 - d. Extractor Fan: Ongoing.
 - e. Classroom: Plastering is done and the room is ready for painting.
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. Pennyghael Community Hall Events:
 - a. Food Hygiene Course: ongoing.
 - b. Water Testing & Filters: Keep checking filters regularly. Waiting on Alex to come.



c. Hall Hires:

1. Film Crew: Tuesday 4th – Kitchen is excluded from use/no access and fridges to be locked. For using hall as storage and a base, they will be charged £300.
2. Election – they have booked for the election at £150 a day. They prefer exclusive use of the premises.

d. Hall Events:

1. Sam Hird (23rd of June) – CL to contact.
2. We planned an American Pancake Breakfast for Father's Day (16th of June)
3. Mussel Night – CL to contact HW to see if they would still be willing to do this.
4. Weekly Cafes
 - a. Bidfood Order – CL is going to purchase some things.

e. Review of Events:

1. As it is a 'Pennyghael Community Hall' Event, tourists do not think it is for them. It was discussed changing our wording so that everyone, locals, and visitors, know they are welcome. All welcome along the top and Pennyghael Community Hall somewhere else.
2. Big Breakfast – some feedback was given on wanting later times for the Big Breakfast and the food in the warmers at the end of the event are past their best. We were also given some great feedback and they are proving to be popular and successful events. Many young families and older generation mingling which is hugely beneficial. It was decided to keep going with what we are doing.

8. Fixing the Roof and Dampness in Walls:

- a. Guttering is arriving end of the week and can be done soon. Possibly Monday the 10th?

9. Any Other Business:

- a. Volunteers – Hilary & Tara have volunteered to help out at cafes & other hall events.
- b. Bank Signatories – Needs two trustees on. PG is going to bank to sign on and JS use to be so could be added on again?
- c. Pension/PAYE – EM is not going to be doing this now. JS can investigate and look into someone else to do this, perhaps someone independent so we don't have this issue again when it comes to changes of trustees/volunteers.

10. Date of Next Meeting: 1st of July 2024 @ 6pm