



MINUTES

Pennyghael Community Hall Meeting
7.00pm 12th March 2024

Trustees:

Sue Morgan, Jo Sinclair, Graeme Sinclair, Phil Godding

Attendees:

Charlotte Lines

1. Apologies: Helen Wilson, Mark Wagstaff
2. Minutes of the Trustees Meeting of 13th February were received by GS and accepted by SM.
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.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Christmas Lights Sponsor/Events Sponsor
 - iii. Petra Pearce recommended several funds and options to go down such as:
 1. National Lottery – we have already done this.
 2. Argyll & Bute Fund – CL will have a go at this on Wednesday for JS to look at on Thursday so we can get it submitted by the 18th of March.
 3. Community Lottery – Worth a go, CL to sign up.
 - iv. We are awaiting response from Pennyghael Estate in reply to them making a donation.
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: The classroom has been tidied and can be used. There are plans to paint in here by late spring when time allows. CL to check there is paint.
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.
 - b. Reviewing job description? Procedure for CL with enquiries, hall hires etc: CL will send out a WhatsApp if a booking enquiry comes in on a day there is a hall event.
7. Re-opening of Community Hall
 - a. Food Hygiene Course: ongoing.
 - b. Water Testing & Filters: Keep checking filters regularly.



c. Hall Hires:

1. Scottish Cross Hire (28th/29th March) – CL to meet them to show them around.
2. A&B Council – Bridge Consultation (9th April)
3. Chermaine Laurie (14th April)
4. Linda Cameron Cruise Ship Lunch (28th May)
5. Art Exhibition (26th July to 10th August)
6. U3A – CL messaged back asking if it was £12 an hour and how long they would hire the hall for but has not heard back yet. It was agreed that £30 for the hire was the minimum and could be on a café day to reduce costs.
7. Caltainn Croft – Willow making workshops. £70 for the day was slightly too much for her so she was wondering if we would drop to £50 for the day. It was decided yes if it is on a café day.

d. Hall Events:

1. Lunch Club (20th March) – 12 to 18 people coming along. CL & SM will be there on the day.
2. Afternoon Tea (30th March) – SM/JS are organising eggs for raffle and egg hunt. CL will do baking (scones, coffee cake, lemon cake & vanilla cake.) SM on sandwiches. Catering for around 60 people. 1:30pm to 3:30pm with the egg hunt at 3pm. CL to do poster.
3. Big Breakfast (21st April)
4. Weekly Cafes
 - a. 9th April – extend hours, two shifts – It was decided that the café will run for longer with a morning and afternoon shift, PG & SM in the morning and CL & JS in the afternoon.
 - b. Increase to two a week – Definitely in mid-April, monitor and see how it goes. CL to organise a rota.

8. Reviewing Events

- a. Cafes
- b. Sam & Reid Concert – good event and hopeful for another one in the future.
- c. Big Breakfast – CL must make sure there is enough stock and more as we ran out of hash browns, going over the amount we usually use.

9. Fixing the Roof and Dampness in Walls - Ongoing

10. Any Other Business:

- a. Open Flags - £100 each, it was discussed whether we had money to buy them. PG agreed to go 50/50 with the hall. CL to send gift aid form.
- b. Flyers – CL to do a flyer each month advertising our upcoming events. This can be sent to local wildlife tours, noticeboards, and self-catering cottages.
- c. Girls Bathroom Locks – The doors don't lock, GS to look into fixing.
- d. Hardwidges Memo
 1. Book-Keeping – CL/SM
 2. Virgin Bank – PG as named contact & signatory.
 3. Electricity: SSE – PG



4. Peoples Partnership – EM
 5. HMRC – EM
 6. OSCR – JS (CL/SM Book-Keeping)
 7. Gift Aid – CL
 8. Website – Would MH continue? Trustees to ask.
 9. Website Domain Name - Would MH continue? Trustees to ask.
 10. Website Server - Would MH continue? Trustees to ask.
 11. Email - Would MH continue? Trustees to ask.
 12. Information Commissioner Registration – CL
 13. Publicity – CL. Yes, please to the Hardwidges very kind offer of the printer.
 14. Insurance – Trustees will review.
 15. Microsoft – CL
 16. Independent Examiner – Organise later. JS to investigate this further.
- e. Friday the 12th – Organise an Event? SM to ask chef if he would be up for cooking. This would be a pre-booked ticketed event. If he says no, we could organise our own food event.

11. Date of Next Meeting: 9th of April 2024 @ 5pm