



MINUTES

Pennyghael Community Hall Meeting
7.00pm 1st of May 2024

Trustees:

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

Attendees:

Charlotte Lines, Sue Hardwidge, Martin Hardwidge.

1. Apologies: None.
2. Minutes of the Trustees Meeting of 12th of March 2024 and Notes of the Meeting of 9th of April 2024 were received and accepted.
3. Matters Arising from the Minutes and Notes:
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2023 – 30th April 2024.
 - i. No insurance goes out during May & June. Ansvar specially in village halls, it was agreed to renew with them for another year.
 - ii. Pennyghael Estate will make a donation, which would be unrestricted.
 - iii. CL to chase gleaners. £120 a month.
 - iv. PG to become signatory on bank.
 - v. Another big electricity bill incoming.
 - vi. Review café prices and increase if necessary. Warm spaces funding through the winter a possibility.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Possibly some funding from A&B Council coming.
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, to be moved from RM shed.
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. Spicy Sprout (2nd of May)
2. Linda Cameron Cruise Ship Lunch (28th May)
3. Art Exhibition (26th July to 10th August)

d. Hall Events:

1. BBQ (10th of May) – No PG or JS. BBQ to be assembled prior to event. Organise a raffle.
2. Big Breakfast (26th of May) – order additional to normal as it is a holiday week and tourist season will be in full swing. Bidfood will be delivered 23rd of May.
3. Weekly Cafes – see about increasing, Facebook shout for volunteers as we are getting busy.

8. Fixing the Roof and Dampness in Walls:

- a. RM & MW have been on the roof and replaced some slates. New guttering has been ordered and will be billed to the hall. Top of roof slates to do, possibly a bigger roof repair to do if we can get the numbers to help.
- b. Classroom plasterboard to be done so it can be painted prior to Art Show. (GS/PG)

9. Any Other Business:

- a. Washing Machine – toilet by office can be ripped out and a washing room created in there for future.
- b. AGM – Last AGM was at the end of June 2023. Next AGM will be September time.
- c. Mussel night – Thanks to Helen & Douglas Wilson, they are up for having a mussel night in July/August.
- d. Flags – ordered & arriving by Tuesday 7th.
- e. Grass – GS can cut grass & spray weeds. He will cut grass prior to BBQ and spray afterwards. Possibly get a rota going to make sure grass is cut regularly.

10. Date of Next Meeting: 3rd of June 2024 @ 7pm