



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 15th August 2023

Trustees

Mark Wagstaff
Emma Morgan
Jo Sinclair
Phil Godding

Attendees

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies: Helen Wilson & Sue Morgan
2. Minutes of the Trustees Meeting of 18th July 2023 were received and accepted by EM, seconded by JS.
3. Matters Arising from the Minutes and Notes:
 - a. The Hall constitution changes – MH has made some changes to the trustees' part so that trustees are on the board for 3 years and stand for re-election every 3 years. A trustee can resign at any time. This must be agreed at an AGM or special meeting.
 - b. The Hall Risk Assessment – MH has put together a risk assessment for the hall. Some blanks need filling in and a checklist putting together to be done before events and perhaps 6 monthly. It was agreed to discuss a date via WhatsApp for everybody meeting up to review risk assessment and investigate what would be needed on the checklists.
Massive thank you to Martin Hardwidge for taking the time to do this for us.
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –14th August 2023.
 - i. Cash box was counted, and all is correct, it is at EM's for safekeeping.
 - ii. We have £10,320 left to pay.
 - iii. CL to find out when the BT Contract ends.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 1. We are awaiting to hear back from Bank of Scotland (August time) & Robertson trust (September) re-funding.
 2. Landfill Grant, we are waiting to apply to until we know outcome of Bank of Scotland & Robertson Trust.
 3. We did not fit the criteria for dementia funding for the flooring. JS has asked what we may be able to aim for.
 - ii. Louise Beaton who does a lot with village halls in England came and had a look at the hall. She has given some advice on funding and some other bits of information. She also has some paperwork we could use if we needed to get a personal loan.
 - iii. 100 club – SH to let CL know who has paid into the bank account. Everybody is going to try sell some tickets.
 - c.
 - d.



- e. SumUp, Cash Register &
 - i. It was agreed to purchase the Solo SumUp to be able to take card payments.
 - ii. Cash Register – It was discussed and decided that this is not a necessity now as we can use calculator and cash tin.
 - iii. Credit Card was briefly discussed, and it was decided that we do not need this as EM & CL have debit cards, not sure we would be able to get being a business account.

5. Action Plan:

To REVIEW progress with actions agreed at last meeting and to AGREE any appropriate additional ways forward:

- a. Disabled Access, Toilet Facilities: This has turned out great!
 - i. It was decided to purchase 3 x paper towel dispensers and 1 x toilet roll dispenser for the disabled toilet and other two toilets.
- b. Fire Alarm System: This work is going to be done on the 24th/25th of August and will cost £1300.
- c. Kitchen Refurbishment
 - i. Essential Kitchen Equipment – It was discussed that we needed a hot water urn, kettle, and toaster. A 4-slice toaster was found in the classroom, so it was then decided to buy an 18litre hot water urn and a 1.7litre kettle.
- d. Blown Glass in Kitchen & Dining Room: Ongoing.
- e. Dry goods Storage Cupboard: Thank you to MW for getting this finished.
- f. Painting: Coming on well. Skirting boards to be painted and outer doors to be sanded down a little before another coat. MW has got silicone for front door, skirting and toilet.

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. Argyll & Bute:

- a. Food Hygiene and 'Food Business': ongoing. Funding from Adapt and Thrive funding. To be addressed after Kitchen refurbishment – This has all been addressed.
- b. Re-opening of Community Hall advice
 - i. Food Hygiene Course – ongoing. Everyone has started the course now.
 - ii. Environmental Health – Mark Parry has received the food business registration form and CL is awaiting to hear back from him re-next steps.
 - iii. Water Testing – MW/GS can look at changing the water filters prior to contacting council about testing the water. It was mentioned that although there were two water filters systems previously, having just the one system now is okay.

8. Fixing the Roof and Dampness in Walls: Ongoing.

9. Any Other Business:

- a. Lawn Mowing and Fuel – at the moment, EM pays for fuel and cuts the grass. It was decided that the hall will start paying for fuel and others will help with cutting grass.
- b. Hall Bins – We will need bins soon once open, we will keep it on the agenda for the time-being. It was decided to purchase a third plastic bin for the kitchen.
- c. Sound system – it was discussed potentially mounting the sound system on the wall, but it was decided to leave it for now so its easily portable.



- d. Floorshop Quote – The quote for dining room and hallway came to around £5000 and will hopefully be done in the future.
- e. Thank you, cards – it was discussed and decided to send a thank you card to the people who have helped us.
- f. Round and About/Opening – It was decided that our opening will be the 17th of September for a Big Breakfast at 10:30 to 12:30am. CL will get this advertised in Round and About. It was also discussed about doing an open day prior to the opening to allow people to come have a look and chat with us. Either Sunday the 3rd or 10th depending how we get on.
- g. Pest Control – Keep on the agenda to monitor.
- h. Bidfood – It was briefly discussed getting bidfood to deliver products, but we have heard the quality isn't the best. In time, it would be nice to support local businesses such as Tobermory Bakery. It was decided to open an account with Bookers. EM will see about speaking to the Paul the breadman about getting bread delivered.
- i. Discuss Documents
 - i. To do list – this was discussed with items crossed off and some items added.
 - ii. Future Plans – The list put together was discussed. We may also be able to do some events to do with Mull Rally and the Hardwidge's may be able to hold some church activities. Contact U3A?
- j. 30mph Speed Limit – It was discussed about seeing if we could get a 30mph speed limit, maybe even 20mph, within Pennyghael. CL to investigate, contact Mull Community Council (Mark Aston?) and Argyll and Bute Council.
- k. Dog Fouling Bins – CL has contacted the council about this, it can be a slow process, but we will keep at it.
- l. Social Media – CL to do a write up on renovations and works but wait to hear back from Bank of Scotland. CL can set up some pages and we can get a bit more active on social media. MH can create any images we may need.
- m. Catering World – we have around £3000 left in credit, do we buy a second cooker? The cooker cost £2020 + VAT, and perhaps some more racks for the oven. Something to be discussed and decided at some point.
- n. Emergency cord in disabled toilet to be installed with is an additional cost.
- o. Smithy Cottage is trying to get their septic tank emptied – we need to figure out if we share the same septic tank.
- p. Potentially write up an article for round and about.
- q. Staff only/private signs are needing to be purchased as well as a disabled toilet sign.
- r. Noticeboard – we need to clear the older information on it such as the potential new bridge information and get it focussed on mainly our opening/events upcoming. MH can print A3 posters.
- s. To open, we need to buy produce, but we are not sure whether we will be able to afford this. We discussed potentially organising a private loan to cover this cost. Paperwork to be sorted if this does happen – Louise Beaton hopefully has paperwork we can use.

10. Date of Next Meeting: 31st of August @ 7pm in the hall.