



## MINUTES

Pennyghael Community Hall Trustees Meeting  
7.00pm 31st August 2023

### Trustees

Mark Wagstaff  
Sue Morgan  
Phil Godding

### Attendees

Sue Hardwidge  
Charlotte Lines  
Martin Hardwidge

1. Apologies: Helen Wilson, Emma Morgan, Jo Sinclair & Graeme Sinclair
2. Minutes of the Trustees Meeting of 15th August 2023 were received and accepted by PG, seconded by SM.
3. Matters Arising from the Minutes and Notes:
  - a. 30mph Speed Limit – CL has put a query in to see if this would be possible with Argyll & Bute Council. Unsure whether this would be possible due to lack of street lighting and pavements. In time. HI Trans may be able to help/fund?
  - b. Dog Fouling Bins – CL has put a request in for one with Argyll & Bute Council.
  - c. BT Contract – ours end on the 18<sup>th</sup> of March 2024
  - d. Risk Assessment – it was decided to meet up closer to our opening to assess what needs tweaking and/or adding to the risk assessment. Assembly points and pre-event checklist to be discussed.
4. Finance:
  - a. To RECEIVE report for the period financial year 1<sup>st</sup> Dec. 2022 –29<sup>th</sup> August 2023.
    - i. Scott to be paid for fire alarm & electrical work.
    - ii. Iain MacDougall still to be paid.
  - b. Fundraising
    - i. To keep under REVIEW conditions and dates attached to recent grants.
    - ii. Awaiting to hear back from Robertson Trust
    - iii. 100 club – 73 tickets sold to date; CL will work out prize money ready for first draw.
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: Complete! Leak behind toilet to be sorted and toilet roll & soap dispensers to be ordered.
  - b. Fire Alarm System: Scott did this the weekend of the 25<sup>th</sup> and it is up and running. MW to put some conduit on exposed wires. Keys for fire alarm will be secured on a lanyard.
  - c. Kitchen Refurbishment – Looking good, possibly put some shelves up?
  - d. Blown Glass in Kitchen & Dining Room: Ongoing.
  - e. Painting: Coming on well. Radiators nearly finished. Painting the outside gates was discussed and decided it is something to do in the future.
  - f. Monitoring need for Pest control: Ongoing. Old evidence in loft but not bad. Bats are present in loft.
  - g. 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 – Most have completed this. PG & SM haven't.
  - b. Environmental Health – CL to get in contact with Mark Parry to see how the Food Business Registration form is progressing.
  - c. Water Testing & Filters – EM changed and cleaned filters and has purchased a new bulb. Council are currently being contacted.
  - d. Big Breakfast Prices – Pre-covid, prices were £10 for adults & £5 for children which was discussed as being on the cheaper side due to rise of costs. CL to work out rough costs to see how much we would have to make to make profit.
  - e. Hall Hire Prices, Booking Form & Payments – CL to send everyone the hall hires cost sheet that was made. £10 an hour minimum was decided; however, we would have to work out running costs to ensure that we are charging enough. A deposit for using kitchen was discussed due to the expense of the equipment. MH is going to change the hall hire information part on the website to show no cost and to contact CL.
8. Fixing the Roof and Dampness in Walls: Ongoing.
9. Any Other Business:
  - a. To agree purchases of:
    - i. Toilet Roll Dispenser & Soap Dispenser for Disabled Toilet – AGREED
    - ii. Paper Towel Dispenser for all Toilets – DISAGREED, only one for disabled toilet & kitchen.
    - iii. Fly Screens for Kitchen – due to the extractor fan being too difficult to fit and too big of a job with having to make holes in wall/ceiling, we will have to open windows in kitchen. Due to this, fly screens will be needed. Could buy some fly screen material and Velcro strips to make our own.
  - b. Detergent for dishwasher and glasswasher has been ordered.
10. Date of Next Meeting: **20th of September @ 7pm**