



MINUTES

Pennyghael Community Hall Trustees Meeting
7.30pm 20th April 2023

Trustees

Tom Lines
Emma Morgan
Jo Sinclair
Mark Wagstaff

Attendees

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies
2. Minutes of the Trustees Meeting of 14th March 2023 were received and accepted by EM, seconded by MW.
3. Matters Arising from the Minutes and Notes: None
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –19th April 2023.
 - i. Iain MacDougall to be paid. SH is going to talk to Iain to ensure the contents are correct.
 - ii. Invoice of £48 for the website will go out soon.
 - iii. MW to give the invoice for the plaster.
 - iv. The ramp and disabled toilet invoices are still to come.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Hall funds are very low, it was decided to prioritise completing the kitchen.
 - iii. JS is investigating available funds to keep us going while renovations are getting completed.
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: Nearly finished, it was mentioned that we should put the ramp on hold while we await to see if we can get the funding needed.
 - b. Fire Alarm System: CL to ask Iain about the fire alarm system.
 - c. Kitchen Refurbishment: There are still several little jobs needing to be done to complete the kitchen such as some electrical work, splashbacks, painting and fitting the units. Danny is looking into splashback costs to see what the best option will be with our low funds.
 - d. Blown Glass in Kitchen & Dining Room: Ongoing.
 - e. SSE – Removing Meters: It is a struggle to get in contact with OVO who own the meters to be able to get them removed. We received a reply back from the letter SH sent and CL has received a form to fill out in regard to getting the meters removed. CL & Hardwidges to meet on Thursday the 27th to fill out the form.
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. Charlottes Pension will start soon. The set-up fee was £600, not £500, as it included VAT.



7. Argyll & Bute:
 - a. Food Hygiene and 'Food Business': ongoing. Funding from Adapt and Thrive funding. To be addressed after Kitchen refurbishment.
 - b. Re-opening of Community Hall advice:
8. Damp Issues in Walls: Ongoing.
9. Any Other Business:
 - a. Pest Control – Keep it in mind, TL to speak GS about putting poison/traps down to keep control of them.
 - b. Office Equipment – With low funds, this on hold.
 - c. Hall Insurance – The hall insurance goes out as a direct debit 10 months of the year. It was £140.46 a month and has gone up to £150 a month. It was discussed that this was a fair rate with the way costs has risen.
 - d. Hall Bins – With low funds, this on hold. CL has the quotes for future use.
10. Date of Next Meeting: **Tuesday 16th May 2023 at 7pm.**