



## NOTES

### Pennyghael Community Hall Meeting 5.00pm 9<sup>th</sup> April 2024

Trustees:

Sue Morgan, Jo Sinclair, Graeme Sinclair,

Attendees:

Charlotte Lines, Sue Hardwidge, Martin Hardwidge

1. Apologies: Helen Wilson, Mark Wagstaff, Phil Godding
2. Minutes of the Trustees Meeting of 12th March will be received and accepted at next meeting.
3. Matters Arising from the Minutes and Notes:
4. Finance:
  - a. To RECEIVE report for the period financial year 1<sup>st</sup> Dec. 2023 – 9th April 2024.
    - i. Electricity Bill – the meter reading has been logged but no invoices have been created yet. CL to contact PG and investigate this.
  - b. Fundraising
    - i. To keep under REVIEW conditions and dates attached to recent grants.
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: GS to communicate with Reg Morgan on shifting it and the pot hanger from his shed to the Hardwidges. We then need to make a plan to fit them and/or selling them by September.
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: ongoing. PG still to complete?
  - b. Water Testing & Filters: Keep checking filters regularly.
  - c. Hall Hires:
    1. Chermaine Laurie (14<sup>th</sup> April) – CL to contact.
    2. Linda Cameron Cruise Ship Lunch (28<sup>th</sup> May) – CL to invoice.
    3. Art Exhibition (26<sup>th</sup> July to 10<sup>th</sup> August) – Rota to be organised.
  - d. Hall Events:
    1. Big Breakfast (21<sup>st</sup> of April) – Sinclair's away, we need four people minimum for holding these events.
    2. Weekly Cafes



## 8. Reviewing Events

- a. Cafes
- b. Afternoon Tea – It was disappointing, lower turnout than expected. This may be due to lots of similar events going on. We discussed whether we marketed it correctly. Saturday is a change over day so many would have been working and coming or going. Those who attended enjoyed and it was noted that we are still rebuilding from being closed with covid and renovations.

## 9. Fixing the Roof and Dampness in Walls - Ongoing

## 10. Any Other Business:

- a. Electrical Completion Certificate – CL to contact EM to organise Scott to come do this for £350.
- b. Regs Shed – Discussed at 5D.
- c. Flags – These are more expensive than we thought. PG is happy to buy one and looking at other options and prices for the flags.
- d. Hardwidges Memo – MH is happy to continue with the website, CL to keep communicating with MH about ongoing events.  
It was also confirmed that everyone was aware of roles they may be taking on.
- e. Website server – there will be an invoice coming for this soon.
- f. Events – CL to place all in Round & About.  
BBQ – 10<sup>th</sup> of May, 6pm start, £12 for adults, £6 for Children under 12. Hardwidges will be here to help, JS is not.  
Big Breakfast – 26<sup>th</sup> of May.
- g. SM offered her old oven to the hall. The hob does not work but the oven does so would be a good warming oven. It was decided that we did not require this.
- h. Pennyghael Lunch Club, a Book Club and talks were discussed as some future events. To be added as an Agenda item next meeting.

## 11. Date of Next Meeting: **1<sup>st</sup> of May 2024 @ 7pm**