



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 17th August 2022

Trustees

Tom Lines
Emma Morgan
Jozanne Sinclair
Mark Wagstaff

Attendees

Charlotte Lines
Sue Hardwidge
Martin Hardwidge
Janice Ryding

1. Apologies: Sian Bevington

We welcomed Janice to the meeting and mentioned how lovely it was to have her on board.

2. Minutes of the Trustees Meeting of 20th July 2022 were received and accepted by EM, seconded by JS.

3. Matters Arising from the Minutes and Notes: None

4. Finance:

a. To RECEIVE report for the period financial year 1st Dec. 2021 – 15th August 2022.

- i. Derek Wilson paid for delivering kitchen equipment
- ii. Container payment of £30 a week has been stopped as kitchen equipment is out and now stored in the hall.
- iii. EM & CL have received debit cards.
- iv. We are trying to move Starlink payment onto hall card, but it keeps declining. CL will use card soon at a shop to see if it activates it.

b. Fundraising

- i. To keep under REVIEW conditions and dates attached to recent grants.
- ii. JS has submitted report for the Robertson Trust.
- iii. JS will work with CL on applying for the Calmac Community Fund (£500-£2000) which looks for application that will focus on application that will help prevent isolation and loneliness. We could possibly look at a BBQ, Gazebo & picnic table with this. CL to gather costings of what these would potentially cost.

c. Internet Banking

- i. TL, EM & CL to have access to it. Payments will require double authorisation.
- ii. SH will register TL, EM & CL.
- iii. Limits was discussed but decided this wasn't necessarily needed with double authorisation.

5. Action Plan:

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

- a. Disabled Access and Toilet Facilities: Ongoing.
- b. Fire Alarm System: To NOTE priority is kitchen and toilets: Ongoing.
- c. Kitchen Refurbishment: Ongoing.
- d. Delivery of Kitchen Equipment to Hall: All delivered and safely in the hall.
- e. Installation of Post Box to NOTE progress: ongoing.
- f. Blown glass in Kitchen & Dining Room: Ongoing.



- g. Painting: Hallway has had 2 coats of painting which should be enough. Office is still to be finished painting.
 - h. Blinds in Dining Room: It was decided it is best to wait to put the blinds up until after the kitchen renovation is finished to prevent the blinds getting dusty and/or damaged.
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.
 - b. Re-opening of Community Hall advice
8. Damp Issues in Walls: Ongoing, will be checked. This probably will not get better until roof is sorted. There is a tile on the chimney to be fixed before winter comes.
9. Any Other Business:
- a. Update/Newsletter: CL will write a draft up for a newsletter to inform the community on what's been happening. This could go in the October edition of Round & About (cut off date around 19th of September) Text & photos can be sent to MH who will put it into a newsletter format.
 - b. Tip run: MW has a stuff to go up to the tip and can take some of the hall stuff such as the old polling booths and plate warmer. A date is going to be organised at some point.
 - c. Roofing Quotes: CL hasn't heard much back from companies she has asked for quotes. Some are either too busy, do not work on the island anymore or haven't got back to her. CL will email TSL, Donald Brown & John Paterson seeing if they can give quotes.
 - d. Bookings in the hall: Allan Cameron contacted the hall asking to hire it in July 2022. It was mentioned how there is still a lot to organise and do with no definite start date yet. It was decided that we would wait until building work has started to give a definite answer as then we will have a clearer timeline as to when the hall will be ready for use.
 - e. Donald Brown: It was decided that we could contact Donald mid-September to see if he has a date when he can start work on the hall.
 - f. Sink: The sink has not yet been sold/collected. We could move it out of sight, so it is not an eyesore at the hall.
 - g. The under counter fridge is potentially being sold for a donation of £20 to hall.
 - h. CL has been given a form to fill out on Non-domestic Rates. Note on form that it is no longer Pennyghael Development Association.
 - i. Dutch Scouts: It was mentioned about the scouts staying in the hall and that we are currently not able to allow others in the hall now. It was a liability to all of us.
10. Date of Next Meeting: **Thursday 15th of September 2022, 7.00pm**