



DRAFT MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 13th December 2022

Trustees

Tom Lines
Emma Morgan
Charlotte Lines
Janice Ryding
Mark Wagstaff
Jo Sinclair

Attendees

Martin Hardwidge
Sue Hardwidge

1. Apologies: None
2. Minutes of the Trustees Meeting of 15th November 2022 were received and accepted by EM, seconded by TL.
3. Matters Arising from the Minutes and Notes: None.
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2021 – 12th December 2022.
 - i. Accounts Summary for Rob to review was shown and all looked good. A big thank you went to Sue & Martin Hardwidge for doing it.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. CL has written a draft for the Screwfix foundation grant; CL & JS will meet Wednesday 14th to finalise it.
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: Disabled toilet building work is well underway. The boiler room and toilet has been partitioned off. There have been some added complications to do with the drainage, Iain has got a solution however it is going to cost slightly more than expected. Electrician is coming on the 14th to do the electrics in here.
 - b. Fire Alarm System: Ongoing.
 - c. Kitchen Refurbishment: There has been a slight delay in works as the wall with the fuse box and metres cannot be knocked down until the metres are moved. Danny is going to ask Ian McAdam about how possible moving it would be. It was decided that the ceiling could stay at the height it currently is. We roughly laid out how the kitchen would be in the classroom to see what we had. If we cannot knock down the wall with the metres on, we may lose a unit.
 - d. Blown Glass in Kitchen & Dining Room: Ongoing
 - e. Colour scheme for Disabled Toilet: It was decided that the wall of the toilet would be made from plasterboard and painted as this is a much cheaper option, later when the hall is open, we can upgrade this to a higher quality alternative. It was decided that the floor will be vinyl floor.



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
9. Any Other Business:
 - a. Roofing Quotes: Sourcing funding after receiving quote from Connor at McLarney Roofing.
 - b. Reintroducing 100 club: It was mentioned that we could set up a 100 club to fundraise. People can buy a ticket to be entered into a draw 3 or 4 times a year to win money. We give away 51% and can keep 49%. CL could manage. We could send out the form with an updated newsletter at the start of 2023.
JS will look into gambling license.
 - c. EM ordered 500 litres of heating oil
10. Date of Next Meeting: **Tuesday 10th of January 2023, 7.00pm**