



DRAFT MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 8th February 2023

Trustees

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

Attendees

Sue Hardwidge
Martin Hardwidge

1. Apologies: None
2. Minutes of the Trustees Meeting of 9th January 2023 were received and accepted by EM, seconded by JS.
3. Matters Arising from the Minutes and Notes:
 - a. Smart Meter
 - b. 100 Club
 - c. Potholes in car park
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –6th February 2023.
 - i. Invoice from Iain MacDougall to be paid. There is another invoice from him and from electrician to come soon.
 - ii. Account have gone to Rob. As he is retiring, he has suggested that Bunesan Hall could be our independent examiner and Pennyghael Hall be Bunesan Halls. Nothing confirmed yet.
 - iii. Charlottes Pension – most pensions cost a similar amount however not many offer pensions for a singular employee. It was decided to go with Peoples Pension as it gives a clear structure and protects fund wells and offer pensions for one employee. There is a £500 set up charge. Both sides must contribute minimum 3% of pay.
 - iv. BT Phone charge – This may go up, although we do not know by how much yet. CL to investigate costs and whether it can be frozen while the hall isn't in use.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. MICT and CalMac funding has come in. CL will investigate getting a gas BBQ and MW will look into ezi-up gazebos.
5. Action Plan:

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

CL to update action plan.

 - a. Disabled Access, Toilet Facilities: Ongoing.
 - b. Fire Alarm System: EM will contact core fire to see about them installing the fire alarm system.



- c. Kitchen Refurbishment: Ongoing.
 - d. Blown Glass in Kitchen & Dining Room: 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. 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:
 - i. CL contacted Mark Parry. Regulations have not changed much, it was discussed that we could invite him over when we are further on.
8. Damp Issues in Walls: Ongoing, need to move some things to get to the cupboard to check.
9. Any Other Business:
- a. Oil Usage – When EM looked, tank was completely empty after December delivery. Tank has been filled again; system needs bleeding to get heating going again. It was mentioned that in the future, there is the possibility of getting a warm hub/space grant.
 - b. AGM – it was decided that this year's AGM will be held on **Tuesday the 21st of March** at 7pm via zoom. CL will get something put in Round & About and write up a report on what's been happening over the past year.
 - c. Floorshop Quote – the quote came to £5300 including VAT, they don't need to lift the tiles. It will take two fitters 3 days. It was decided that this was a good price and to get them booked in.
 - d. Hall Hire Charges – Good to have a rough draft there. Kitchen hire cost may increase once we know how much everything costs to run. It would be good to mention of the document that the hall in all inclusive, you don't have to pay for heating etc.
Important to remember that if we are running a café, we may lose income when renting out the hall. Do we take a deposit that we either keep or give back if they don't leave the hall in a respectable state.
 - e. Hall progress – The hall is moving forward, Iain has finished plaster boarding ceiling, Dan has 'ragged' ready for the electric wires.
 - f. Electric Meters – JS phoned SSE to talk about smart meters. They mentioned how it may not be possible to get one fitted as there are no engineers available on Mull to fit them.
 - g. Iain MacDougall – It was decided to plasterboard disabled toilet so we can paint it. The kitchen UPVC door needs ordering, EM will ask Iain if it is possible to get a different colour to white.
 - h. 100 club – EM & CL will look at the draft again.
 - i. Pot Holes in Car Park – will be done at some point. TL is going to ask if we can get some gravel from campsite quarry.
 - j. Roof – John Paterson has apparently had another look at the roof and it is worse than he thought. CL will prompt him for a quote again. If it is going to be a big job, we may have to just do the worst bits until more fund become available.
We may be able to get funding off Big Lottery or Government Land Fund.
10. Date of Next Meeting: **Tuesday 14th March 2023 at 7pm.**