



DRAFT MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 9th January 2023

Trustees

Tom Lines
Emma Morgan
Sue Hardwidge
Jo Sinclair
Janice Ryding

Attendees

Sue Hardwidge
Charlotte Lines

1. Apologies: Mark Wagstaff, Martin Hardwidge
2. Minutes of the Trustees Meeting of 13th December 2022 were received and accepted by EM, seconded by JR.
3. Matters Arising from the Minutes and Notes: None.
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –9th January 2023.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Foundation Scotland/CalMac Funding – CL to update the membership procedure before we receive the grant.
 - iii. Screwfix Grant – application has been submitted and is due to be reviewed in March.
 - iv. It was decided to ask Iain to send an invoice for the work done so far so we can see how much money is left. If we are running short, we can then look into applying for more funding.
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: All going well.
 - b. Fire Alarm System: Ongoing.
 - c. Kitchen Refurbishment: Timescale – it was decided to have the 7th of April as our aim to be open by.
 - 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.
 - i. It was decided that everybody should complete High Speed Trainings level 2 Food Safety Certificate. This will be funded by our own means.
 - b. Re-opening of Community Hall advice:



- i. CL is going to look into what other certificates and/or requirements we need to meet/have before we open up again, e.g., water testing. EM will pass on details of council worker to CL.
8. Damp Issues in Walls: Ongoing, needs to be checked again soon.
9. Any Other Business:
 - a. 100 club – CL has written up a draft, it was discussed that it would be good for this to start sooner rather than later. All figures need to be checked, it was decided that it would cost £5 a draw, totally costing £20 a year.
 - b. Car Park – It was discussed that we should fill in the pot holes with gravel. Graham Sinclair might be able to help.
 - c. Smart Meters – SSE would like to upgrade our meters to a smart meter. It was discussed that although our current meter is working fine, if we got them to replace it, we would potentially be able to get them to remove the meters that we do not need. JS was going to contact them and report back with what they are wanting to do.
10. Date of Next Meeting: **Wednesday 8th February 2023 at 7pm.**