



Minutes of the Pennyghael Community Hall Trustees Meeting
7:00pm on Wednesday 20th July 2021 via Zoom and in person at Tigh na Sorachan,
Pennyghael. PA70 6HB

68. Present: Jo Sinclair, (JS) (Zoom) Sue Hardwidge, (SH)
Emma Morgan (EM) Tom Lines (TL)
Attending: Martin Hardwidge (MH) minutes
69. Apologies: Kerry Wagstaff (KW)
70. The Minutes of the Trustees Meeting of 16th June 2021 were **AGREED**.
71. Finance:
- The financial report for the period 1st December 2020 – 13th July 2021 was **RECEIVED**.
Current Account: £53,337.02 (as at 20/07/2021)
Petty Cash: £236.94
 - Fundraising: (*Minute 36b, 36c, 44b, 52b, c & d, 61b*): Progress with approaches to possible funders was **NOTED**.
 - Trustees need to prioritise tasks and costings before making additional finding bids.
 - Press Release on fundraising progress for Round and About, Website and Facebook. **SH** and **MH** drafted and published.
 - Event: 5.00pm 8th August 2021 Barbeque – Purchase Gas Barbeque and Gazebo. **EM, TL** – Burgers, Sausages, Salads, Bread Rolls, Raffles. **SH**
72. Action Plan:
- A **REVIEW** of progress with actions agreed at the last meeting was conducted. The following items were **AGREED**:
- Disabled Access and Toilet Facilities. This item to stay on agenda, nothing further to report at this stage. (*Minute 19.b, 28b, 37c, 45b, 53b, 62a*) (*Action Plan point 5*)
 - Investigating electricity meter use and possible multiple meter charges was ongoing. **EM, MW** (*Minute 10.c.ii, 19.d, 28e, 37e, 45d, 53d, 62b*) (*Action Plan 11*)
 - Water Quality: A chargeable second test had been completed all areas passed. (*Action Plan 6*) (*Minute 9a, 16.a, 28h, 37f, 45e, 53e, 62c & AGM Minute 6.3*)
 - Re-Wiring & Fire Alarm System: Recent progress was **NOTED**. A full quotation is still being awaited from Dunoon Fire. (*Action Plan 1, 2, 3*) (*Minute 9b, 16.b, 28i, 37g, 45f, 62d & AGM Minute 6.4*)
 - Kitchen Refurbishment: **EM** will contact Donald Brown regarding possible pantry wall removal. Seek Structural Engineer advice – Richard Hawkes (*Minute 62e*).
 - Installation of post box. (*Minute 53c, 62g*)
 - Blown Glass panels in Kitchen and Dining Room (*Minute 62h*) (*Action Plan 16*)
 - First Aid Kit(s) and Training (*Minute 62i*) (*Action Plan 7. 8*) **JS** had renewed her certificate
 - Oil Tank: For future discussion (*Minute 62j*)

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73. Development Officer: Polices, Procedure, Terms and Conditions, Recruitment.
- a. Progress with recruitment process to date **NOTED**. Review after closing date.
 - b. The following policy documents were **AGREED**:
 - i. Development Officer – contract of employment. **AGREED**
 - ii. Disciplinary Procedure **AGREED**
 - iii. Greivance Procedure. **AGREED**
 - iv. Equal Opportunities Policy **AGREED**
 - v. Data Protection Policy **AGREED**
 - vi. Safeguarding Policy and Statement. Safeguarding Officer appointment to be reviewed at next meeting.
 - vii. Health and Safety Policy. Health and Safety Officer appointment to be reviewed at next meeting.
 - viii. Lone Working Policy **AGREED**
 - c. Registration with the Information Commissioner had been processed. Annual Direct Debit set up. Registration fee £35
74. Argyll and Bute:
- a. Food Hygiene and 'Food Business': Issues to be resolved during kitchen refurbishment. (*Minute 38, 46, 54a, 64a*)
 - b. Re-opening of Community Hall advice: The appointment of a Covid Responsible Person to be arranged on an event basis. Jo Sinclair in the first instance. (*Minute 54b, 64b*)
75. Events:
- a. Art Exhibition: To **NOTE** that holding the annual exhibition was not possible in 2021. (*Minute 47a, 55a, 65a*)
76. Wall Adjoining Schoolhouse and Hall: Meeting with MICT pending. (*Minute 56, 66*)
77. Meeting re Schoolhouse Occupancy: MICT had called a meeting to consider the future occupancy of the schoolhouse on 10:30am Thursday 22nd July 2021. TL and EM will attend on behalf of Pennyghael Community.
78. Date of Next Meeting:
7.00pm Monday 23rd August 2021 at Pennyghael Community Hall

The meeting closed 8:05pm