



## MINUTES

Pennyghael Community Hall Trustees Meeting  
7.00pm 20<sup>th</sup> July 2022

Trustees  
Tom Lines  
Emma Morgan  
Jozanne Sinclair  
Mark Wagstaff

Attendees  
Charlotte Lines  
Sue Hardwidge  
Martin Hardwidge

1. Apologies: Sian Bevington
2. Minutes of the Trustees Meeting of 15<sup>th</sup> June 2022 were received and accepted by EM seconded by JS.
3. Matters Arising from the Minutes and Notes: Remove “10<sup>th</sup>” on 4) ii)
4. Finance:
  - a. To RECEIVE report for the period financial year 1<sup>st</sup> Dec. 2021 – 19<sup>th</sup> July 2022.
  - b. Fundraising
    - i. To keep under REVIEW conditions and dates attached to recent grants.
    - ii. It was agreed that we do no more fundraising until further progress has been made with the hall.
    - iii. JS has sent out the waterfall report, this funding was for the kitchen equipment, all good.
  - c. Bank Card & Signatories:
    - i. JS has signed forms at bank so bank cards should arrive soon and correct signatories on the bank details (let MH & SH know when these arrive.) MH & SH will now proceed with adding people onto the internet banking.
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. Installation of Post Box to NOTE progress: Ready to go behind noticeboard.
  - e. 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



8. Damp Issues in Walls:

- a. Damp spots are marked in pencil to be able to monitor the situation and it is believed to be worse. However, it was discussed that it will probably not get better until the roof is fixed.
- b. Roof – CL emailed 4 different companies to get quotes for fixing the roof and has heard back from 1 and awaiting a call from them to see when they can come out and look.

It was discussed potentially seeing about roofing the hall in corrugated iron as this may be slightly cheaper and longer lasting however many wondered whether this would ruin the aesthetic of the hall as it would change it from what it has been for decades.

It was also mentioned that CL could also email Bruar Construction for a quote on getting the roof fixed.

9. Any Other Business:

- a. Installing Starlink – it was discussed that it will hopefully be installed next week over the 25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup>
- b. Container – It was decided to empty out the container to save some money and store all kitchen equipment in the classroom at the hall. Derek Wilson will deliver equipment from Glasgow and deliver to hall as well as picking up stainless steel from the container to go to hall hopefully by the end of July.
- c. Hall Progress going forward:
  - i. Painting – It has been agreed to meet over the 25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> when suits to begin painting progress.
  - ii. Office – we are going to start setting up the office so that there is a base for the hall. This can also then start to get renting out as an internet hotspot to public and open up the hall so people can use toilets. Possibly a donation for use of them? CL can clean them once or twice a week and hall can be opened and locked morning and night as a joint effort.
  - iii. Blinds – Blinds for the dining are ready to go up, we can at least put up the brackets.
- d. Round up – Graeme Sinclair is going to go round the hall with round up to kill the weeds next week.
- e. Oil tank has been sold to Henry Lines and will be moved soon. Stainless Steel Sink has also been sold and will hopefully be getting picked up soon.
- f. CL has ordered toilet rolls for the hall.
- g. Notice board is up, and CL has done a poster with details on how to contact her and where to put posters they are wanting displayed in noticeboard.
- h. It was mentioned that Donald Brown, the builder, is all on board for beginning work end of September/early October. Hopefully this can be the start of all the work (kitchen, disabled toilet & ramp)

10. Date of Next Meeting: **Wednesday 17<sup>th</sup> of August 2022, 7.00pm**