



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 18th July 2023

Trustees

Mark Wagstaff
Emma Morgan
Jo Sinclair
Sue Morgan
Phil Godding
Graeme Sinclair

Attendees

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies: Helen Wilson
2. Minutes of the Trustees Meeting of 27th June 2023 were received and accepted by EM, seconded by JS.
3. Matters Arising from the Minutes and Notes: None
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –17th July 2023.
 - i. Most of restricted funds have been spent, however grants incoming have restrictions that the money to go towards renovations/outstanding renovation costs.
 - ii. CL to put note in cash tin for what in there and organise afternoon tea fundraiser money to be banked.
 - iii. It was decided to pay Iain MacDougall £3000, EM to ask him for the invoice to date and an interim one for the £3000.
 - iv. It was also decided to pay Alex for the plumbing work.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
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: Ongoing.
 - b. Fire Alarm System: EM knows someone who would be willing to do the work and sign it off. She is awaiting to hear from him re-costs.
 - c. Kitchen Refurbishment: Ongoing.
 - i. Catering World: We are getting a lincat cooker, instead of a falcon as the falcon was three-phase. £4000 in credit to Catering World – it was decided to wait until everything was in place and we know what we already have at the hall before using this credit on crockery/equipment. The taps are to come out of that £4000.
 - ii. Electricians are going to be coming back once cooker has arrived so they can fit it and fix electrics for the 30amp dishwasher as it currently is only 13amp. They will also add a plug for the fly/insect capture machine.



- d. Blown Glass in Kitchen & Dining Room: Ongoing – there is a new pane of glass going where the fan once was.
 - e. Dry goods Storage Cupboard: Ongoing.
 - f. Painting: Dining room walls and ceiling, outside the disabled toilet and touching up hallway and kitchen to be done. Painting meetups to be planned via WhatsApp!
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. Fixing the Roof and Dampness in Walls: Ongoing as finance needed to do so. It was mentioned how the dining room walls felt damp, this may be because of the roof or that the walls are made of granite. Gutters to be checked in case this is causing any of the problem.
9. Any Other Business:
- a. Charlotte Laing was going to give a donation but hasn't yet, this could be followed up.
 - b. BBQ to be purchased with CalMac money – perhaps see if catering world sell BBQs to free up some cash.
 - c. No Overnight Parking Sign – CL to investigate and send prices to everyone.
 - d. Timescale – Mid-September opening.
 - e. Water filters – it was mentioned that we should check that it is okay to have just the 1 water filter system, rather than the two we did have.
 - f. Flooring for dining room and hallway – quotes to come. Check that the flooring is dementia friendly. We may be able to get a grant for doing so as well.
- 10. Date of Next Meeting: 15th of August @ 7pm**