



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 14th March 2023

Attendees

Tom Lines
Emma Morgan
Jo Sinclair
Mark Wagstaff

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies: Janice Ryding
2. Minutes of the Trustees Meeting of 8th February 2023 were received and accepted by JS, seconded by EM.
3. Matters Arising from the Minutes and Notes: None
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –6th February 2023.
 - i. Iain MacDougall paid with remaining Healthy Island fund and out of the Adapt and Thrive funding.
 - ii. The invoice for the electrical work done will be here soon.
 - iii. MBS Statement received for items Danny required for kitchen. CL will get an invoice from them.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. 100 club – it was discussed about having the first draw on the open day end of May.
 - iii. We are waiting to hear back from Screwfix Foundation and the Community Ownership Fund.
 - iv. CalMac Community Fund meeting went very well and he was very positive about what we were doing.
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: Iain MacDougall is making progress. The wet wall and fire doors have arrived. He is currently awaiting on the windows to arrive. Electricians successfully moved some boxes that needed moving.
 - b. Fire Alarm System: Core Fire are unable to do this anytime soon, they have recommended Kenneth Ferguson. CL will contact them and see if they would be able to install the fire alarm system.
 - c. Kitchen Refurbishment: Progress is moving forward. It was decided to have the floor colour as 'Rock.' CL will let them know.
 - d. Blown Glass in Kitchen & Dining Room: Ongoing.
 - e. SSE – Removing Meters: CL has attempted to make contact and will continue to do so. Kerry Wagstaff may have a contact? It was discussed that we could reach out through social media, local MP, or a letter to try get a response.
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.



- b. Charlottes Pension will start soon. The set-up fee was £600, not £500, as it included VAT.
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: Ongoing.
9. Any Other Business:
- a. Hall Website – a relative of MH has allowed the hall website to reside on a server for free but due to increase in server prices, has asked if we would be able to pay £48 a year from the 1st of April. Everybody agreed that this was a very good, generous price and are happy to pay that.
 - b. Hall Bins – CL has contacted the council to see about getting quotes for how much the bins will be. It was decided to get quotes for them all. On the two bigger sizes.
 - c. Training Courses – CL will put the link to High-Speed Training Level 2 Food & Hygiene in the WhatsApp group.
 - d. Alcohol License – CL is doing a full license qualification 20th & 21st of March.
 - e. Toilet Fittings – Toilet stall locks are not the best, CL will see about getting new ones.
 - f. Postponed AGM – We need to make sure to have it before June. It was discussed having it as an Open day/evening, perhaps with a barbecue to draw people in. Wednesday the 24th of May was pencilled in for the date. CL to put an update out regarding the postponed AGM and the new plan.
 - g. Fixing the Roof – There currently is no finances available to fix the roof. CL will see about when we will hear back from Screwfix and Community Ownership Fund. Screwfix Foundation trustees will have met on the 10th of March to discuss applications. Could Iain MacDougall possibly fill the holes and patch up the roof to prevent further damage while we wait? It was noted to have this on next month's agenda.
 - h. Danny Taylor – EM is trying to make contact to see what he has left to do.
 - i. Plastering – TL will talk to Sam Hird about plastering the kitchen as that is the next step.
10. Date of Next Meeting: **Tuesday 18th April 2023 at 7pm.**