



DRAFT MINUTES

Pennyghael Community Hall Trustees Meeting
8.00pm 29th March 2022

Trustees

Tom Lines
Emma Morgan
Charlotte Lines
Mark Wagstaff
Jozanne Sinclair
Sian Bevington

In Attendance

Martin Hardwidge
Sue Hardwidge

Apologies None

Appointments of Trustees:

Trustee Roles: The need to clarify Trustee roles was discussed and the following **AGREED**:

Chair: Thomas Lines
Secretary: Sian Bevington
Treasurer: Emma Morgan

1. Minutes of the Trustees Meeting of 24th February 2022 were received and accepted by EM seconded by JS.
2. Matters Arising from the Minutes and Notes: None.
3. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2021 – 31st March 2022.
 - i. It was noted that kitchen money has been spent and that Donald Brown has invoiced for £8,000 for the kitchen works to be carried out.
 - ii. First Aid Kit costs have gone out
 - iii. Calmac funding is in the process of being spent on painting supplies, blinds and a sign.
 - iv. It was noted how all the Healthy Island funding for the kitchen renovation has been spent and how we should show our appreciation and thanks to Dan & Harry somehow.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. It was agreed that current projects should be finished prior to getting any further funding.
4. 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. Investigating electricity meter use and charging: Meter Reading on 31st of March to be taken by CL and emailed to the Hardwidges for them to send on to SSE.
 - c. Fire Alarm System: To NOTE priority is kitchen and toilets: Ongoing.
 - d. Kitchen Refurbishment: Ongoing.
 - e. Installation of Post Box To NOTE progress: Ongoing.
 - f. Blown glass in Kitchen & Dining Room: Ongoing.
 - g. First Aid Kit(s): Arrived and placed in hall, CL to investigate courses.
5. Development Officer: Policies, Procedures, Terms and Conditions, Recruitment
 - a. To NOTE the following policy documents still to be agreed:



- i. MW was nominated as Health & Safety for the Health and Safety Policy.
- ii. CL development to include policies, safeguarding, first aid, food hygiene.
- iii. CL to put together risk assessments in writing going forward.

6. 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

7. Wall adjoining Schoolhouse and Hall: Ongoing.

8. Purchases Agreed

9. Any Other Business:

- a. Newsletter – It has been drafted and needs putting out ASAP.
- b. Facebook – CL to do regular update posts to keep the community informed on what is going on.
- c. Internet – Starlink has been a success so far on the island. CL to investigate whether we can get it for hall and if there is any charitable scheme.
- d. Landline has been installed. The number is 01681 704328.
- e. Painting – purchases underway and progressing.
- f. Sign for Hall – TL recommended Tommy Dallmeyer. We need to decide on design, location and size of sign. It would be nice to incorporate the logo. This is to be discussed over the next while.

10. Date of Next Meeting: **Wednesday 20th of April 2022, 7.00pm**