



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 18th May 2022

Trustees
Tom Lines
Emma Morgan
Jozanne Sinclair
Mark Wagstaff

Attendees
Charlotte Lines
Sue Hardwidge
Martin Hardwidge

Apologies Sian Bevington

1. Minutes of the Trustees Meeting of 20th April 2022 were received and accepted by EM seconded by JS.
2. Matters Arising from the Minutes and Notes: The date of next meeting is needing altered to 18th of May, not 18th of April.
3. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2021 – 16th May 2022.
 - i. Paint invoice not gone through yet but is in the process of doing so.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. Healthy Island will be releasing a development work grant with a deadline of June 10th
 - c. Bank Card & Signatories:
 - i. The Trustees agreed the following actions:
 1. Corporate Admin Names: Having seen the Amendments Form provided by the bank and the Digital Banking Terms and Conditions it was confirmed that Steve Ohlsen and Joy Roberts should be removed as named Corporate Admins. As the bank mandate required Jo Sinclair and Sue Hardwidge would complete the form and return it to the bank.
 2. New Signatories: Jo Sinclair and Sue Hardwidge would remain as signatories. The Trustees agreed that Tom Lines, Emma Morgan and Charlotte Lines should be added as signatories. Sue Hardwidge would send details to the bank in order for the appropriate forms to be prepared. It was noted that the forms would have to be signed in person at the bank.
 3. Debit Cards: It was agreed to ask the bank to provide a Debit Cards for Emma Morgan and Charlotte Lines. Sue Hardwidge would send details to the bank in order for the appropriate forms to be prepared. It was noted that the forms would have to be signed in person at the bank.
 4. Internet Banking Access. It was agreed that internet banking access should be available to Emma Morgan, Tom Lines and Charlotte Lines. It was agreed that if possible on-line payments should require dual authorisation. Sue Hardwidge would investigate this and make the necessary arrangements
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. Fire Alarm System: To NOTE priority is kitchen and toilets: Ongoing.



- c. Kitchen Refurbishment: Ongoing, the final floorplan has been received and we now need to figure out when Donald can begin work.
 - d. Installation of Post Box To NOTE progress: Ongoing.
 - e. Blown glass in Kitchen & Dining Room: Ongoing.
 - f. First Aid Courses: Certificates last for 3 years.
 - g. Spending of Calmac Money: ongoing.
 - h.
5. 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.
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. Damp Issues in Walls: We do not believe this to be any better, it was suggested to mart the damp areas with a pencil.
8. Purchases Agreed
- a. A storage container has been rented for kitchen stainless steel from 26th of April. Derek Wilson will deal with all the transport of the stainless steel.
9. Any Other Business:
- a. Dog training – Moira from Paws by the Loch is needing a space, it was decided to wait and see what she says to whether it would be suitable for her needs. It was discussed whether the area would be too small and whether it would be suitable whilst being building works are ongoing.
 - b. Internet – Starlink has arrived and MH has found a suitable place for it to be situated. MW will source a suitable bracket and it will be fitted. It was also discussed the charges for people using the internet when the hall is set up. A daily cost of £25 for a half day and £50 for a full day was suggested, it was also suggested that the wifi costs are factored into drink/food prices. Another suggestion was that the hall was run as a regular café and internet was available when asked for a donation and that the password is changed everyday.
 - c. Polling station – Booths left behind, the ones that were used can go in cupboard. Ones not used can get burned/scrapped.
 - d. All the stainless steel for the kitchen has arrived and in container. Padlock for said container has also arrived.
 - e. Newsletter – we were quoted £1.50 for a colour copy and 30p for a black and white copy. Hardwidges can print colour copies for less of a price instead, it was decided to print 70.
 - f. Old Photos of Pennyghael in the past – there are a selection of photos to choose that will go in the hall hallway. MH can fix/improve the photos we choose.
 - g. Screwfix funding of £5000 application is due end of August, JS, CL & EM to meet.
 - h. The remaining item for the kitchen are ready to be collected. It was agreed that Derek Wilson will pick up and deliver again.
 - i. Jubilee – it was decided to decorate the hall in bunting for this occasion and a bonfire for this celebration was also mentioned.
10. Date of Next Meeting: **Wednesday 15th of June 2022, 7.00pm**