



## MINUTES

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

Trustees	In Attendance
Tom Lines	Martin Hardwidge
Emma Morgan	Sue Hardwidge
Jozanne Sinclair	Charlotte Lines
Mark Wagstaff	
Sian Bevington	

Apologies None

1. Minutes of the Trustees Meeting of 28<sup>th</sup> March 2022 were received and accepted by EM seconded by JS.
2. Matters Arising from the Minutes and Notes: MW is only Health & Safety officer, not safeguarding.
3. Finance:
  - a. To RECEIVE report for the period financial year 1<sup>st</sup> Dec. 2021 – 19<sup>th</sup> April 2022.
    - i. Healthy Island report is all sent out and seem okay.
    - ii. BT installation work cost has gone out, CL to send paperwork to SH.
  - b. Fundraising
    - i. To keep under REVIEW conditions and dates attached to recent grants.
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, awaiting Daniel Taylor to send a plan for where the electrical points will be going. It was also mentioned that due to covid & weather, Donald Brown is not on schedule. Once we know the cost of kitchen works, we can plan for the disabled access.
  - d. Installation of Post Box To NOTE progress: Ongoing.
  - e. Blown glass in Kitchen & Dining Room: Ongoing.
  - f. First Aid Courses: CL investigated and got prices and details, it was mentioned that the keel row were looking for a course too so it's a possibility to share costs with them. Otherwise it can be advertised on Mull: Help & Information. CL to see how long first aid courses are valid for.
  - g. Spending of Calmac Money: Paint is being ordered, the rest of the black out blinds have arrived. The new sign is also in hand. It was noted that it is important to get this money spent and new blinds up.
5. Development Officer: Policies, Procedures, Terms and Conditions, Recruitment
  - a. To NOTE the following policy documents still to be agreed:
    - i. Safeguarding officer for the Safeguarding and Health and Safety Policies.
    - ii. CL development to include policies, safeguarding, first aid, food hygiene.
  - b. It was noted that Charlotte Lines' probational period was over.
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: Could the builders have a look at this when they are doing the kitchen renovation.
8. Purchases Agreed
  - a. A storage container has been rented for kitchen stainless steel from 26<sup>th</sup> of April. Derek Wilson will deal with all the transport of the stainless steel.
9. Any Other Business:
  - a. Newsletter – MH has sorted this and it is now published on the website. CL to share on facebook and EM to see about it maybe being published in Round & About. Could this be posted around the community too and placed in holiday cottages.
  - b. Internet – It has been decided to get Starlink for the hall. SB to send CL the plus code for the hall.
  - c. Skip – ongoing.
  - d. Kitchen Flooring – CL shared the quotes that flooring companies have given for kitchen.
  - e. Historic Photos – MW has spoken to Christine from Pennyghael in the Past. She is happy to pay for 20 new frames for 60 photos & description to rotate. Alan Schofield can make frames for photos. EM can ask for quote once she has measurements. Christine could also put together a booklet of history information.
  - f. Corporation Tax – EM & Hardwidges can meet to sort this.
  - g. Screwfic Grant – JS, CL & EM To meet, possibly via zoom. End of May deadline.
  - h. Insurance has gone up £7.20 a month for 10 months of the year. It was agreed to stick to this insurance policy as it is specifically for village halls and covers everything.
10. Date of Next Meeting: **Wednesday 18<sup>th</sup> of May 2022, 7.00pm**