



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 15th November 2022

Trustees

Tom Lines
Emma Morgan
Charlotte Lines
Mark Wagstaff
Janice Ryding

Attendees

Martin Hardwidge
Sue Hardwidge

1. Apologies: Jo Sinclair
2. Minutes of the Trustees Meeting of 19th October 2022 were received and accepted by EM, seconded by MW.
3. Matters Arising from the Minutes and Notes: None.
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2021 – 10th November 2022.
 - i. Coming to end of the financial year, CL to investigate amazon costs.
 - ii. SSE want to install a smart meter; we would prefer not to. However, meter may have to change with renovations.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. CL has spoken to someone from Foundation Scotland regarding the CalMac funding application.
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 & Kitchen Refurbishment: Iain MacDougall has given a quote for renovation work required and is very positive about it. He has his own electrician that he gets in, does the plumbing himself and Sam Hird would do any plastering required. He is ready to start work so hopefully we can look at work being completed beginning of 2023. He would use bricks from making kitchen into one big room for the footings of the new ramp.
Flooring is to be done by a separate company once work is completed.
Water Filters to be investigated as there are two sets, is it possible to change to just one set of water filters?
EM/TL to talk to Donald Brown about Iain MacDougall doing the work.
 - b. Fire Alarm System: Ongoing.
 - c. Blown Glass in Kitchen & Dining Room: Ongoing.
It was mentioned how the fan in kitchen may need replacing. It was decided to monitor it once kitchen is complete.
 - d. Painting: CL to order the paint that is needed to continue the painting work and find out whether we need a special type of paint for the metal partitions.



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. It was mentioned that we will need to investigate a pension for CL by march. MH/SH will have a look around for some suitable ones.
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: Keep monitored.
9. Any Other Business:
 - a. Roofing Quotes: Still awaiting quotes from John Paterson. CL is going to phone JS Roofing to see if they will give a quote as well. Iain MacDougall may also give a quote.
 - b. Hall Hire Costs: CL did look into other halls hire costs and is going to put a spreadsheet together to give everyone an idea of what local halls are charging.
 - c. Christmas Decorations/Advent Calendar Window: CL to email Jack Degna about being part of the Advent Calendar Trail. Snowmen are going to come into the hall to dry out. CL to look at getting some more outdoor lights. TL to source a big Christmas tree for outside the hall. A meet up to decorate, make new decorations will be organised on WhatsApp group.
 - d. Email/website: MH owns Pennyghael.org. Does the hall want to look into having their own domain in the future? There would be a monthly fee.
 - e. Hall sign: Ongoing, will be up soon.
10. Date of Next Meeting: **Tuesday 13th of December 2022, 7.00pm**