



## MINUTES

Pennyghael Community Hall Trustees Meeting  
7.00pm 19<sup>th</sup> October 2022

### Trustees

Tom Lines  
Emma Morgan  
Charlotte Lines  
Mark Wagstaff  
Jozanne Sinclair  
Janice Ryding

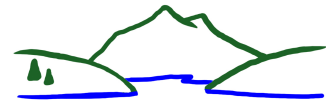
### Attendees

Martin Hardwidge  
Sue Hardwidge

1. Apologies: None
2. Minutes of the Trustees Meeting of 15<sup>th</sup> September 2022 were received and accepted by EM, seconded by JS.
3. Matters Arising from the Minutes and Notes: The 0.03p that went into the bank account is 'bonus points' for using the debit card.
4. Finance:
  - a. To RECEIVE report for the period financial year 1<sup>st</sup> Dec. 2021 – 17<sup>th</sup> October 2022.
    - i. Donation of £250 has gone into the bank.
  - b. Fundraising
    - i. To keep under REVIEW conditions and dates attached to recent grants.
    - ii. MESS grant has been given of £400, it is to be spent within a year on bbq and/or gazebo.
5. 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/Building Works: We are doubtful that we will get Donald Brown this year so a new plan is potentially forming. Everyone agreed that we need to get up and running over the next 6 months.
  - d. Installation of Post Box to NOTE progress: Post box had been installed!
  - e. Blown glass in Kitchen & Dining Room: Ongoing.
  - f. Painting: Ongoing
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.
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: Roofing quotes are coming, roofers seemed to know what might be causing the dampness
9. Any Other Business:
  - a. Tip Run – TL, EM and CL have done the tip run.
  - b. Roofing Quotes – John Paterson has been and looked at the hall for quotes. He is giving us 4 quotes:
    1. 2metres each end of the classroom roof, removing the skylight and box at the same time.
    2. Canteen Roof
    3. Office and Toilets Roof
    4. Entire Classroom Roof
  - c. Utility Bill Support – we have been assigned an energy consultant who is going to investigate what the best deal for us is and get back to us soon.
  - d. Pilgrimage Using Hall – Yes but we are still unsure what the hall will be usable, and we are unsure what these costs will be. CL will investigate what other halls on the island are charging for various uses.
  - e. New Secretary – Janice has been co-opted as a trustee and has been elected as the new secretary.
  - f. MBS Account – An account for Pennyghael Community Hall has been opened allowing anything needed to be bought and put onto the account.
  - g. Firework/Bonfire – It was decided that this year, we would not do anything but that it is a good idea for next year. CL is planning on decorating windows for Halloween.
  - h. Bridge – plans to replace the current bridge into Pennyghael had been left in porch and are now displayed on the noticeboard for people to see.
  - i. Leaking tap in Ladies toilet has been fixed.
10. Date of Next Meeting: **Tuesday 15<sup>th</sup> of November 2022, 7.00pm**