



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 15th September 2022

Trustees

Tom Lines
Emma Morgan
Charlotte Lines
Jozanne Sinclair

Attendees

Sue Hardwidge
Janice Ryding

1. Apologies: Sian Bevington, Martin Hardwidge, Mark Wagstaff
2. Minutes of the Trustees Meeting of 17th August 2022 were received and accepted by EM, seconded by JS.
3. Matters Arising from the Minutes and Notes: None
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2021 – 14th September 2022.
 - i. 0.03p has gone into the hall bank account, everybody was unsure what it could be. SH will talk to bank and see if they know.
 - ii. CL to send over recent invoices/paperwork to SH for records.
 - iii. CL was successful in swapping Starlink payment onto Hall card.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. JS & CL to meet (provisionally Wednesday 21st AM) to apply for CalMac funding, it is open until Jan. Potential funding for barbecue/gazebo.
 - iii. Adapt & Thrive grant needing a report send to them.
 - c. Internet Banking
 - i. TL still to register. All going okay so far.
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: Ongoing.
 - d. Installation of Post Box to NOTE progress: ongoing.
 - 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: Ongoing.
9. Any Other Business:
 - a. Newsletter - Newsletter is done and ready to be spread around! EM will talk about postman delivering it round. We could use Pennyghael Office for printing.
 - b. Tip Run - TL also needs to go up for a tip run. Hopefully get one going up to Tobermory soon.
 - c. Roofing Quotes - TSL and John Paterson can hopefully give a quote. Steve Shepherd might be able to look at roof so we can give a more detailed explanation to TSL about what is wrong.
 - d. Water Tap in Ladies Toilets - MW/TL to get a new one from MBS when possible.
 - e. Utility Bill Support - SH can send over a utility bill and then TL will sign the letter and send it off.
 - f. Plastering – Sam Hird is going to come to the hall Sunday coming at 8am to do the plastering that needs doing in the Hall Office. It will need two weeks to dry out after.
 - g. Donald Brown – We will now contact him beginning to middle of October due to his personal circumstances.
 - h. Stainless steel sink – need to get it moved. CL will see if anyone else still wants it.
 - i. Halloween – bonfire/fireworks? CL will investigate what the regulations for this are.
10. Date of Next Meeting: **Wednesday 19th of October 2022, 7.00pm**