



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 15th September 2023

Trustees	Attendees
Emma Morgan	Sue Hardwidge
Jo Sinclair	Charlotte Lines
Phil Godding	Martin Hardwidge

1. Apologies: Helen Wilson, Sue Morgan, Mark Wagstaff & Graeme Sinclair
2. Minutes of the Trustees Meeting of 31st August 2023 were received and accepted by PG, seconded by EM.
3. Matters Arising from the Minutes and Notes:
4. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –14th September 2023.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. JS has the interview with the Robertsons Trust which went alright, they spoke about awarding more organisations but not awarding the full amount they asked for. Therefore, we must show that we can get 15k.
 - iii. There was a 2k fund that we are waiting to hear back from.
 - iv. We are waiting to apply to the Landfill fund until we know how the Robertson Trust application has gone.
 - v. 100 club – 85 tickets sold to date, final push to get tickets sold so we can do a draw beginning of October.
 - vi. Waterfall fund – Warm spaces & Hot meals: CL to try applying for this so we can get some events up and running with the funding.
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: Completed.
 - b. Fire Alarm System: Completed.
 - c. Kitchen Refurbishment: Completed.
 - d. Blown Glass in Kitchen & Dining Room: Ongoing.
 - e. Monitoring need for Pest control: Ongoing.
 - f. Hall Bins: 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.
 1. Safeguarding policy to be adapted to be in accordance with the new regulations and an officer to be named.



7. Re-opening of Community Hall

- a. Food Hygiene Course: Mark Parry advised that whoever is running/in charge of the kitchen should have Level 3 Food Hygiene Course. We will do this when there are more funds.
- b. Environmental Health: We are registered as a food business. CL sent the food safety documents she has drafted to Mark Parry who has sent back feedback. CL will finish these.
- c. Water Testing & Filters: There used to be two filters, one of which was taken out of use leaving just the one filtering water for the whole hall. We have now been advised that this is not sufficient.
 1. Long term solution – Alex has very kindly agreed to do the work if we purchase the equipment needed (at trade price.) The cost of kit is unknown, but we have no option but to go forward with it.
 2. Short term solution – Bottled water/water from mains supply for drinking/teas/coffees and signs up advising against drinking from taps. PG/CL will compose and send out an email to Mark to address the issue and inform him of our long term and short-term solution.
- d. Hall Hire Prices, Booking Form & Payments: ongoing.

8. Fixing the Roof and Dampness in Walls: Ongoing.

9. Any Other Business:

- a. Mess Grant/BBQ: We have got to purchase the BBQ; CL will send prices via email with a decision to be made within the week.
- b. Royal Countryside Fund: Louise Beaton suggested this fund and JS is going to apply for it as we meet the criteria. It is up to 25k and should be focused on events, for example, a baby changing station and toys if we run a Mums & Toddlers group or boardgames etc.
- c. Sample Loan Agreement: Louise Beaton drafted a private loan agreement form, if we ever felt like we needed it.
- d. To Do List: Those at the hall will go through the to do list and amend/add to it as required. CL will send out an updated copy of the to do list.
- e. Catering World: we currently have a credit with them; however, they have sent an outstanding invoice to us. CL will communicate with them and see if we can get the credit back.
- f. Our first booking is the 16th/17th of December.
- g. Fundraising: this is going to be set as an agenda point moving forward and we should think of ways to do so.

10. Date of Next Meeting: 12th of October @ 7pm