



MINUTES

Pennyghael Community Hall Trustees Meeting
8.00pm 27th June 2023

Trustees:

Mark Wagstaff
Emma Morgan
Jo Sinclair
Phil Godding
Sue Morgan

Attendees

Sue Hardwidge
Martin Hardwidge
Charlotte Lines

1. Apologies: Graeme Sinclair, Helen Wilson
2. Appointments of Trustees:

Trustee Roles: The need to clarify Trustee roles was discussed and the following **AGREED**:

Chair:	Emma Morgan
Secretary:	Jo Sinclair
Treasurer:	Sue Morgan

3. Minutes of the Trustees Meeting of 30th May 2023 were received and accepted by JS, seconded by EM.
4. Matters Arising from the Minutes and Notes: None
5. Finance:
 - a. To RECEIVE report for the period financial year 1st Dec. 2022 –21st June 2023.
 - i. £50 donation received from email plea.
 - ii. EM taken £50 out of cash tin for disabled toilet flooring.
 - iii. Afternoon tea raised around £500! It was mentioned investigated whether Bank of Scotland may match fund this amount.
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
6. Action Plan:

To REVIEW progress with actions agreed at last meeting and to AGREE any appropriate additional ways forward:

 - a. Disabled Access, Toilet Facilities: Ongoing.
 - b. Fire Alarm System: We are awaiting a quote from Kenneth Ferguson.
 - c. Kitchen Refurbishment: Ongoing.
 - d. Blown Glass in Kitchen & Dining Room: Ongoing.
 - e. SSE – Removing Meters: Meters have been removed successfully and enclosed in a cupboard.
 - f. Dry goods Storage Cupboard: Ongoing.
7. 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.
8. Argyll & Bute:
 - a. Food Hygiene and 'Food Business': ongoing. Funding from Adapt and Thrive funding. To be addressed after Kitchen refurbishment.
 - i. CL & JS met Mark Parry from environmental health, and he gave us some pointers and advice on the best way to move forward such as putting meter and cables in a cupboard, door on kitchen, drain cover, finish plastering and fitting extraction.
 - b. Re-opening of Community Hall advice:
 - i. Level 2 food hygiene certificate to be done if possible.
 - ii. When it comes to alcohol sales, MW has his licence & CL has done training, needs to apply for licence.
 - iii. First Aid Courses – PG is a first aider; CL & EM have done a course. Perhaps look out for a local course doing first aid.
9. Fixing the Roof and Dampness in Walls: Ongoing.
10. Any Other Business:
 - a. Private Water supply – it was noted that this is needing checker prior to opening but not necessary yet.
 - b. Painting – Dining room & touching up kitchen needed, in hand and will be done.
 - c. Changing constitution – As the constitution is getting old, it was mentioned about updating it and possibly adapting it so that not all the trustee's step down every year. For example, they are a trustee for 3 years before resignation. MH is going to do this.
It was also mentioned about having a 'management' board which meet every month and then have trustees meeting, for example, only twice a year.
 - d. Electrician Invoice came to around £6200 and was not included in the funds we needed. It was decided to pay this invoice prior to Iain MacDougall as Iain is aware of our position.
 - e. It was mentioned that the Landfill fund was planning to be for the roof, however, it was decided to push fixing the roof back for a year so we can get the hall open for a while so JS may apply to the landfill fund for something else.

11. Date of Next Meeting: 18th of July @ 7pm