



MINUTES

Pennyghael Community Hall Trustees Meeting
7.00pm 16th May 2023

Trustees

Tom Lines
Jo Sinclair
Mark Wagstaff
Emma Morgan

Attendees

Martin Hardwidge
Sue Hardwidge
Charlotte Lines

1. Apologies
2. Minutes of the Trustees Meeting of 20th April 2023 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. 2022 –15th May 2023.
 - i. It was mentioned that it is advisable for charities to have 3 months financial funds available. Each month, the hall running costs are around £1900, so we need to have between £5000 and £6000 in the bank.
 - ii. We currently owe:
 1. 15k + VAT for Iain
 2. Electrician, Iain estimated around 5k + VAT.
 3. Flooring quotes for disabled toilet area.
 - iii. CL to send February Starlink invoice to SH
 - b. Fundraising
 - i. To keep under REVIEW conditions and dates attached to recent grants.
 - ii. JS has applied for around 14.5k from 4 different funding bodies. JS is going to apply to 'The FCC Scottish Action Fund – landfill' with massive thanks to the Hardwidges for being the 3rd party donor.
 - iii. It was discussed about composing a donation letter to send to locals to see if they would be willing to give a donation to help us across the finishing line.
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: Floorshop are coming Thursday 18th to measure and quote for the floor, they will hopefully also measure the hallway and dining room. Handrails for the ramp are ordered and we are awaiting for them to arrive.
 - b. Fire Alarm System: It was mentioned that we need this to be able to open. Awaiting electricians.
 - c. Kitchen Refurbishment:
 - i. Oven – This is a very technical, expensive oven with trays etc. still needing to be bought. It was agreed that we would look at Pennyghael Hotel's oven which is the same and speak to chef. From there, we can decide whether it is too technical and whether we should send that one back and get a simpler oven to use.



- d. Blown Glass in Kitchen & Dining Room: Ongoing.
 - e. SSE – Removing Meters: CL sent forms off to get meters removed and is awaiting a response. Hardwidges sent off meter readings and forward to the complaints to keep it in the system.
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:
 - i. CL contacted Mark Parry, he is going to come by on 8th of June to see what we have done and offer any advice.
8. Fixing the Roof and Dampness in Walls: Ongoing.
9. Any Other Business:
- a. Sian hiring the hall – CL to let her know that the picture is unclear and will let her know when the hall is opening closer to the time.
 - b. Fire Extinguishers – CL to ensure fire extinguishers are up to date and correct ones in place.
 - c. Entrance doors of hall – Are they hung correctly? The internal door is meant to open inwards, this is to be added to the agenda and looked into.
 - d. Dry store cupboard outside disabled toilet to be added to the agenda and built.
 - e. Purchases to be made:
 - 1. Bins
 - 2. Taps
 - 3. Induction pans
 - 4. Utensils
 - f. CL to put Defib map poster on noticeboard.
 - g. It was decided to hold next AGM 27th of June at 7pm. CL to put in R&A
10. Date of Next Meeting: **Tuesday 30th May 2023 at 7pm.**
Tuesday 13th of June at 7pm
AGM – 27th of June at 7pm