

Craignure Village Hall
Committee Meeting
Minutes of Meeting 27th November 2025

1. Welcome: Susan Morrissy (SM) Chair, Jen Swift (JS) Secretary, Glenys Berryman (GB), Andy Oldacre (AO), Jill Muchall (JM),
Apologies – Pete Morrissy (PM) Caretaker
2. Minutes of the Meeting held on 8th May 2025 were approved by JS, seconded by GB.
3. Actions and matters arising from last Meeting

PRS/PPL – **Ongoing.**

SM stated she wished to re-introduce the Maintenance Log which would keep all items concerning repair, maintenance etc together in one list. Maintenance list to be standard item on the Agenda

Roof – See Maintenance Log Item 8

Hall Lighting - See Maintenance Log Item 8

SM to liaise with PP re modernising legal structure for the future.

Action – Ongoing SM & Gary Wiltshire

Kitchen Refurbishment - See Maintenance Log Item 8

H&S & Fire Policies

JS has obtained landowner's permission to site Fire Assembly Sign.

Action – Fire Assembly Sign obtained and to be placed opposite Hall entrance – JS to complete

Fire exit door Replacement

PM advised that the door in 2nd Committee room needs a new mechanism as it is not designed to be opened as frequently. Replacing asap. It does not have to be a fire door and can be a standard hardwood door with push bar fitted. Two fire doors at top of the stairs also need replacing. - See Maintenance Log Item 8

Outside of hall needs painting. - See Maintenance Log Item 8.

The Foyer also needs painting. - See Maintenance Log Item 8

Exterior Noticeboard - See Maintenance Log Item 8

Co-op funding for acoustic curtaining or panels. JS read out the email received from Louise at An Tobar.

Action – Funding obtained but was used for external paintwork. Report submitted to Co-op and change of use accepted. ACTION COMPLETE

A quote had been received from Chubb to replace light bulbs which was very high. Ben Donovan has agreed to do it.

Action – PM to liaise with Ben Donovan to organise. Done ACTION COMPLETE

SM & JS have asked for internet banking but it is quite complicated for more than one user. SM & JS will visit Virgin Money bank in Tobermory for more information.

Action – SM & JS. Internet Banking now available to SM & JS – ACTION COMPLETE

Summer Ceilidh.

Saturday 2nd or 9th August were suggested. JM will ask Gordon to email John Archbold to check if he & Wynefride are available on either date.

Action – JM. Summer Ceilidh was a success – ACTION COMPLETE

New Year Ceilidh 2nd January 2026. JM will speak to Fi Langton & Mike Domnhall about possible accommodation for Fruin & will then see if they are available.

Action – JM NY Ceilidh was a success - ACTION COMPLETE

AGM

A suggested date of 15th June was agreed. SM to put in Round and About. AO to create & circulate posters.

Action – SM & AO AGM was held on 15th June – ACTION COMPLETE

The next Producers Market is scheduled for 1st June. Easter was not particularly well attended. SM will see how many Producers book to come then evaluate whether or not it will go ahead.

Action – SM. PM held but not very well attended by Producers or Customers and so no PM in August.

ACTION - Committee to consider whether PMs are viable for 2026 in current format

Kitchen Update

It was agreed that it is unnecessary for the Hall to have a full Industrial Catering Kitchen given how little it is used for catering events. JS to give SM Howden's contact details for them to re-quote for supply and installation.

Action – JS & SM See Maintenance Log Item 8

We currently have only 6/7 bakers and a similar number of volunteers. Diana Oldacre had kindly offered to bake for the Cafes which were cancelled due to lack of volunteers in April. AO to ask Diana if she would be prepared to bake for the Café and be included on the WhatsApp group again.

Action – AO. AO reported that Diana would be happy to bake for café when asked but would rather not be part of the WhatsApp group – ACTION COMPLETE

JM had not realised she was the only Admin on the Café WhatsApp Group so added JS, SM & GB as Admin.

All committee members to approach people to help.

Action – ALL. 2 new bakers have joined the Group but more are still needed. See Agenda 12
ACTION COMPLETE

Advert for help to go on weekly advert for Café.

Action – SM to ask Helen McWalter . Helen regularly adds this to Social Media – ACTION COMPLETE

The part of the blackboard surround to the hatch for the kitchen needs repainting. In the meantime Soup varieties should be printed on an A4 sheet & displayed where it used to be chalked.

Action – Soup Makers. Still requires painting. Action ongoing

A price list is to be printed and displayed for customers to see how much everything is.

Action – SM. Done ACTION COMPLETE

Funding Options. Everyone to continue looking for funding opportunities.

Action – ALL. See Agenda Item 12. ACTION COMPLETE

Following on to the Funding donation by Waterfall Fund to Craignure Bay Community Group - the yacht on the pier is to be turned round, painted (Mike Berryman) and planted with bulbs to make it an attractive feature. Norman Hickson is drawing a plan for the area & donations of plants/bulbs/seeds are invited.

Action – ALL. This plan is ongoing by Craignure Community Bay Group with support from the Community. A new sign has been erected in an effort to prevent overnight parking by commercial vehicles and campervans – ACTION COMPLETE

Exterior/Interior Doors. PM to source a fixed bolted door on one side at the front and a door with a key on the other. He would prefer door closers so they are not caught in the wind.

Action – PM Ongoing

JS requested a longer handled mop.

Action – PM. Obtained. ACTION COMPLETE

Hand towel dispenser. Source individual sheet towel dispenser.

Action – PM. Obtained. ACTION COMPLETE

4. **Treasurer Report**

Account is showing a balance of £24,609. There are no concerns reported.

Treasurer position is still vacant. See Agenda Item 12

5. **Policies H&S & Fire**

PAT testing has been done but now needs to be done yearly. A&BC are requesting this as part of PEL process. In addition, we need to ensure that EICR is applied for when current expires within the 5-year period. EICR obtained from OES in 2023 and is therefore up for renewal 2028.

ACTION – JM to monitor calendar entries and then delegate to appropriate person(s) to obtain.

6. **Correspondence**

JS reported no outstanding issues

7. **Events**

Volunteer Meal – this year the Committee have voted to pay for transport to and from the venue for the Christmas evening meal from Hall funds. JM stated she felt it appropriate to thank cafe supporters & volunteers by funding the cost of each meal (without alcohol) at next year's event. All members of the Committee were in favour.

Christmas PM 30th November – SM reported 17 Producers had booked stall for the event.

NY Ceilidh – 2nd January 2026 – Fruin are booked. Posters have been printed and circulated. R&A have been sent an advert.

8. **Maintenance List** - see Attached Document

9. **Citizens Advice Bureau (CAB)**

JM reported that CAB have booked Committee Room 1 for the first Tuesday of each month in 2026 as a drop-in centre. CAB admin staff are sending advertising material. A community notice has been sent to R&A for publication

10. **Royal Mail**

SM reported that Royal Mail had requested space for a portakabin outside the main hall for use as storage. Following request from SM for further information, Royal Mail had stated they no longer required it.

Royal Mail have stated they still wish to rent Committee Room 2 for 2026 but despite email requests from SM they have yet to finalise the licence.

ACTION – SM to monitor

11. **Community Warm Spaces**

Village Halls across Mull are being asked to consider use of their space for a Community Warm Space in the case of a power cut.

ACTION - JM, SM and Helen McWalter to meet as a sub group in January 2026

12. **Staffing**

Café – JS stated she was stepping down from working/baking in café in 2026. All Committee members thanked her for all her hard work in the last 3 years of café.

Although we now have 2 additional bakers. We still require more bakers and more volunteers to work in the café on a Tuesday

Treasurer – SM reminded the Committee that we still have a vacancy in the Treasurer role. SM stated she would be willing to undertake the role but she would have to stand down as Chair.

ACTION – All

Minute Taker – we have a vacancy in this role as our Minute Taker has left. Committee decided to take it in turns to be Minute Taker

13. **Funding**

JS reported she had attended a webinar presentation about Funding. Although it was aimed primarily at small businesses JS said she was pleased to see that our previous funding applications fell within the criteria suggested.

14. **Caretaker's Report**

- MICT donated a printer to the hall in 2023 for our use free of charge. However, they did state it had not been serviced in a while and it had a limited shelf life. That shelf life has now been reached and it requires disposal. PM to arrange
- Arrangements are in hand for a PIR to be installed at the car park.
- PM is investigating adjusting the bright lights in the main hall although they do need to 30cm from the heaters – minimum distance allowed
- PM is arranging a meeting with Swiftex to investigate removing meters for heating and installing software
- PM is investigating replacing the obsolete stage lighting following PAT test failure
- Investigations are in hand to test whether leaks are caused by Velux windows or ridge tiles. We need a safe way to test.
- Plug Sockets – PM arranging with Ben Donovan to install in main hall
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15. **AOB**
None

16. Date of next Meeting – Thursday 12th February 2026 2.30pm

The meeting closed at 15.45 hrs