

Leigh on Mendip Memorial Hall Committee

DRAFT Minutes of Meeting held on Mon. 1st July 2024

Present: V Taylor, D Pattison, A & R Orpwood, & Barbara Turner & B. Wigmore.

Apologies/Absent: Emma Brooks

Minutes: Agreed & signed by Chair VT and Treasurer / Deputy Chair DP.

Matters Arising:

1. RO checked the accident book & reported there were no new entries.

Annual Tasks:

1. DP said he would deal with Annual Fire Inspection that's due in July.
2. He also reported the Hall Insurance was paid & there was no change.

Treasure's Report:

1. DP had circulated his monthly Financial Statement prior to this meeting.
2. He reported an error in the electricity bill regarding the meter reading. They had agreed an error was made by them. DP awaiting new bill.
3. AO handed DP a receipt for the cleaning of the Hall oven & money received from Zumba Group.
4. AO reported the NFU meeting was cancelled, and she hand DP a receipt for this refund.
5. AO reported that the LOM School would be paying for the Toddlers fee for both this current & Autumn term's hire together, and from January would pay for the whole year in one go.
6. RO handed DP a receipt of £48 Ref: internet connection maintenance.
7. VT suggested another £10,000 be moved to the new Account Agreed.

Booking Clerk's Report:

1. Hirings continue to be busy, although quietening down with the school summer holidays. New events include the election (not yet delivered) and the school final assembly.
2. BT asked about this month's diary concerning an item about Cycling Safety Training. RO gave details about this item. He went on to give further details of other items in July Diary.

Maintenance:

1. VT said the date for the new shed building being done was 11th July. VT will confirm date with builder. She will meet him & check there will be no problems to hirers.
2. EB had informed the committee she had purchased a Cobweb Brush.
3. DP asked RO about a date for checking the water problem regarding a leak. It was decided after Thursday 11th July might be a good time after checking the weather forecast.
4. VT will contact EB regarding the new taps etc. planned. The item will be updated at the next meeting.

5. RO said the Fire Exit sign that had suddenly stopped working & then started again. He is continuing to deal with this.
6. It was agreed the item regarding the old Hall hoover would be dealt with at the next meeting which EB will be able to attend.
7. DP asked about the ongoing item ref. ordering of new chairs for the Hall. There followed a general discussion. Nesbitt Chairs appeared to be a suitable replacement. DP offered to produce a document (colours etc) so the item could be resolved at the next Hall meeting. Agreed.

A.O.B.:

1. DP enquired if the Oven Cleaning should be included in the Annual Tasks list. Agreed.
2. VT asked the committee to consider the usefulness of the current notice board situated outside the Hall. Research was ongoing regarding an electronic board. The committee agreed to dispose of the current notice board outside the Hall.
3. VT asked if all the committee members of the Hall are Trustees because the Parish Council are trying to clarify their role as Custodian Trustees. DP would investigate this question.

Date of next meeting...
Monday 5th Aug 2024 at 7:30pm