

Leigh on Mendip Memorial Hall Committee

Minutes of Meeting held on Monday 6th October 2025

Present: V Taylor, R Orpwood, A Orpwood, E Brooks, S Adams, D Pattison & B Wigmore.

Minutes of the last meeting:

1. The Minutes were signed by Chair VT and Treasurer DP.

Matters Arising not on the agenda:

1. There were no matters arising that were not on the agenda.

Treasurer's Report:

1. DP reported that he had made a loan to the hall accounts to ensure that last month's expenses didn't encroach into our savings account.
2. The bill for the new hall interior door came to £2,360, of which £380 covered the cost of the filling and painting after the door was fitted

Booking Clerk's Report:

1. AO reported that, as can be seen from the October diary, the hall is very busy this month with 80 bookings.
2. AO also reported that an email had been received from someone wishing to hire our kitchen to prepare sauces for her cooking business. AO had let her know that the charity could not entertain such use and that the kitchen was just there to support activities in the hall.
3. New activities included "Giggles & Wiggles", a soft play activity for pre-school children. AO had checked with the hirer, a nursery worker, that she was complying with child safety and other nursery related issues. Also a series of fitness training sessions had been booked by the OT who runs our "Jolly Jumpers" activity.

Annual Tasks/ Accident Folder:

1. The annual task of sending the current booking form to regular bookers had been completed in July.
2. EB checked that the accident book had no new entries. She had decided that new sticking plasters were needed for our first aid kit and would purchase some replacements.

Maintenance:

1. RO reported that despite the recent quite heavy rain we have had no new ingress of water through the roof. Some paint peeling had occurred in the ceiling, possibly due to water ingress, and this would be rubbed down and painted as part of the maintenance morning.
2. EB distributed the curtain fabric samples she had obtained. The committee assessed these in the main hall to consider colours, and decided the lilac one would be a good choice. The curtains didn't need to be lined and the committee would be able to do the fitting. EB had been quoted £1,948 for manufacturing and fitting the curtains and she would get an updated quotation without them fitting. She would also check to see if they could do a site visit to assess curtain widths and the heading tape. She asked if the committee could check her measurements on the maintenance morning.
3. As planned to ensure our fire safety compliance, new alarms had been fitted. Three smoke alarms had been installed in the hall and the meeting room, and one heat alarm in the kitchen.

They are all radio linked so any triggered would set off all the alarms. They have a ten year life, and the renewal date is marked on the back of alarms.

4. SA reported that she had found several companies that could provide gravel grids for our car park, and tabled some details. It was agreed this would be a good option to explore. The car park area would be measured on the maintenance morning. VT suggested that possible financial and practical assistance might be obtained via the Whatley and Westdown quarries community support, if we wished to go ahead with this proposal. The use of gravel grids had been seen to be used very successfully in the car park of the Yeo Valley company, and RO agreed to enquire who had supplied it.
5. VT reported that she had a list of possible companies to explore with regard to purchasing a new front door.
6. Darren and Emma had removed the wire fence adjacent to the shed-side fire door. This would now ensure we meet fire safety requirements regarding emergency exiting. VT thanked them for carrying out this work. It was decided not to call on Jacob to clear our guttering just yet as they would soon fill up again this time of year.

Maintenance morning:

Several tasks are being planned:-

Sanding and painting the damaged hall ceiling,
Checking the window measurements for curtains,
Measuring the size of the hall car park,
Remove leaves and branches from the roof,
Possibly clean the hob,
Carry out a trial steam clean of part of the hall floor,
Paint the stage steps.

Any Other Business:

1. SA agreed to represent the hall at the inauguration of the new vicar.
2. DP will examine the details from Unity Aid to see if their utility management scheme would benefit the hall.
3. VT will compile a report from the trustees for the forthcoming AGM and would circulate a draft to the committee. DP will also pull together the annual accounts for the meeting, but their external examination would be later.
4. DP will provide SA with the relevant information to incorporate her as a trustee of the charity.

Date of Next Meeting: Monday 3rd November. The committee meeting would take place at 7.00pm with the AGM following at 7.30pm.

Signed

Dated by

Signed

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