

Leigh on Mendip Memorial Hall Committee

Minutes of Meeting held on Monday 3rd November 2025

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

Apologies: B Wigmore, who also tendered her resignation from the committee. The committee expressed their gratitude to Bren who has been a key member of the committee for many years.

Minutes of the last meeting:

1. The name of the utility management company was corrected to Utility Aid. The Minutes were then 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 had circulated the October accounts, which were in a healthy state. He 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, and would get it back in December.

Booking Clerk's Report:

1. AO reported that, again, the hall is very busy this month with 73 bookings. There had been a couple of cancellations last month, Coleford Rocks and Giggles and Wiggles.
2. AO also reported that despite the busy schedule she had managed to fit in the school's requirements for their nativity in December.

Annual Tasks/ Accident Folder:

1. There are no annual tasks until January.
2. EB reported that there had been an entry in the accident book. During one of the Jump Start sessions a child had fallen badly during one of the jumping exercises and had broken her arm. Amy, the facilitator, had provided first aid and the child was taken to A&E, and is recovering well. Amy had completed a report on the incident for her own health and safety records. The child's parents have been very understanding. Analysis of the incident showed that there wasn't really any action that could be taken to prevent such an accident occurring.

Maintenance:

1. RO reported that there had been no new ingress of water through the roof. The 'sticking plaster' repairs seem to be working for now, but clearly the roof needed something more substantial in the longer term.
2. DP had met the representative from the curtain company in the hall, and discussed our curtain requirements with him. The representative had raised the issue of lining. The company has since provided EB with two quotations; one using no lining (£1,870), and one which included lining of the stage curtains (£2,018). The issue was discussed and it was decided that for the extra £148 it was worth including the lining of the stage curtains. We would re-use the rails, and would do the fitting ourselves. EB will put the order in. She was happy to pay a deposit if needed, but if the company wanted the full payment up-front it would have to go through the treasurer.
3. RO had measured the area of our car park (440m²). Given the prices obtained by SA this would indicate a cost of around £1,500 for a gravel grid itself for the park. It was felt we needed some advice and costings from an installer of such grids. RO had contacted Yeo Valley (where the grid

had first been seen) but had not received a response yet. SA will contact the authorities at Stourhead where she volunteers and where a similar grid is used. It was hoped that if the grid proposal looked good we might be in a position to apply for support from the Quarry Fund next September.

4. VT reported that she had quotations for a new front door from New Windows (£1,435) and Majestic (£1,885 - £2,106, depending on colour) and is still to receive one from Premier Windows. She has checked that these companies made the doors themselves, used appropriate glass, and used their own labour for fitting. RO will check the recommended width for wheelchair access, and VT will check with New Windows that their quotation complies, as the sketch on their quotation seemed a little narrow. The new information will be brought to the next meeting with the possibility of ordering in January.

Maintenance morning:

1. The maintenance morning planned for 25th October had been cancelled. There are no really urgent tasks to be done so it was decided to bring forward the next morning planned for April.
2. In the meantime some tasks would be covered by members in their own time. VT would clean the hob, EB would paint the stage steps (paint left under the stage), RO would sand back and paint the flakey ceiling, and VT would do the steam clean test at the next meeting.

Any Other Business:

1. DP reported that he had managed to fix the damaged clock, and that it was back in the hall.
2. DP also reported that he had discovered a second-hand fridge was available for free at the old NatWest bank in Midsomer Norton. He and RO had collected it, and he had subsequently cleaned it. It is identical to the fridge in the hall that is rather showing its age. He will replace it with the one he has acquired.

Date of Next Meeting: Monday 1st December at 7.30 in the hall. AO and SA gave their apologies as they will be at the WI Xmas meal.

Signed

Dated by

Signed

Dated by