Leigh on Mendip Memorial Hall Committee

Minutes of Meeting held on Friday 6th November 2026

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

Minutes of the last meeting:

1. The Minutes were agreed to be an accurate record and were signed by Chair VT and Deputy Chair 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 his written report prior to the meeting, and said that the accounts are looking healthy. DP reported that he had still not received the payment for the Parents and Toddlers group from the quarry. VT said she would chase the payment with Iain on Saturday.
2. DP said that our investment account required a minimum of £10K, and that with his recent transfer of £2K to bolster our current account we were at the limit. If we have to transfer any more, he would have to close the account, but he will look for a new investment account with a lower threshold.

Booking Clerk's Report:

1. AO reported that, as could be seen from the November diary, bookings are very healthy, although they will drop over the Xmas period. Despite the full schedule AO had managed to accommodate the school's needs for their nativity. The Jump Start Therapy group have cut back their bookings as from the beginning of November. They will no longer be hiring the hall on Wednesdays, and will cut their Tuesday session to just two hours. This is because they are now running some sessions within a school.
2. AO reported that the two front exterior lights keep getting left on. The light switch signage is not clear, especially as there is a timer switch involved. RO will put up a new sign by the switch.
3. AO handed over a cash payment from the Zumba group to DP.

Annual Tasks/ Accident Folder:

1. AO reported that she is continuing to send out the current booking form to the regular hirers. The only other task for December is the annual charity commission return, which DP will send.
2. EB reported that there were no new entries in the accident book.

Planters:

1. Iain Kirkby had reassured VT that he had not forgotten about the planters.

PVs:

1. A response had been received from Sunlit Solar, with quotations for installations with and without batteries, although their recommendation was for not having a battery. The basic, non-battery, system was quoted at £14,941. Clearly we would need to get other quotations, and importantly we would need to get some financial support via grants. VT felt that the quarry may be able to help, possibly up to around £3K. She also said that the PC have some funds for community support, and might be able to help, again up to £3K. DP is exploring grant possibilities, and RO will contact Sunlit Solar, as they has suggested they might be able to help with suggestions for sources of grants. EB raised the issue of

how the installation of PV panels would affect any future plans regarding the roof. RO commented that Sunlit Solar had reassured us that if we needed to replace the roof at some time it would be straightforward to take off the panels temporarily to enable that to be done.

Maintenance:

1. RO apologised that he had still not yet painted the repaired and re-plastered portion of the hall ceiling.
2. DP reported that he had explored options for improving the glasses storage cabinet. His key recommendation is to buy some stand-alone drawers, and make the necessary modifications to the cabinet so that we can install them. The suggested eight drawers would cost £320. It was felt easier to do these modifications ourselves, and he will liaise with RO over his planned design. We will keep the issue on the agenda.
3. RO reported that the plan to relocate the exterior light sensor for the security light outside the kitchen emergency door was not possible, as the security light unit was completely sealed. He had purchased a separate exterior light and the necessary electrical components so that we can install a sensor right on the corner of the building. This installation should ensure good lighting over the side car park whenever anyone walked in that direction.
4. AO had measured up the size of the bowls for the kitchen but had not yet purchased any. VT said B&M have some inexpensive ones.

Any Other Business:

1. DP is planning to update the information folder.
2. The clock in the meeting room is faulty. It was felt that we need a clock in this room so DP will remove the broken one and seek a replacement.
3. DP had explored a heating controller that would enable us to remotely turn off the storage heaters if the hall was not going to be used the next day. He had calculated the savings based on current hall usage, but it only saved £200 over a year, and was probably not worth the cost of the controller.
4. RO asked if the committee felt the temporary 'No Dogs' sign that had been put up for the Arts & Crafts exhibition should be made more permanent, and this was agreed.
5. AO said that the Arts & Crafts group had donated £75 for their exhibition weekend again, but wondered if we should increase that for next year. A similar weekend booking for next year for a wedding had been asked for £100, and it was felt we should perhaps standardise on this amount.
6. EB asked if our music system had a microphone that the children could use for the nativity. RO described the various microphones that we have, and said he would show EB how to use them

Date of Next Meeting:

Monday 30th November at 7-30. We plan to put up the Xmas decorations at this meeting.

Signed …… **Dated by ……**

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