**OTTERHAMPTON PARISH RECREATION ASSOCIATION**

 **Minutes of the OPRA Committee Meeting held at 7.30 pm 22nd October 2012 at The Anchor**

**PRESENT** Robert Palmer (Chair) Barry Leathwood

 Ann Leathwood (Secretary) Sue Francis (Treasurer)

 Tina Gardener Lyn Palmer (100 Club)

 Chris Hancock Jacqui Sparks

 The Chair welcomed Jacqui Sparks to the OPRA Committee

 **12/45 APOLOGIES** Rob Wright, Liz Sidebotham

 **12/46 MINUTES OF THE LAST MEETING**

Minutes of the meeting of 17th September 2012, were approved by the meeting and signed by the Chair.

 **12/47 MATTERS ARISING**

1) The talks will start on Tuesday, 20th November and we will need a projector which we are able to borrow from Cannington Parish Council via Tina. It was agreed to research the possibility of OPRA purchasing one. Barry agreed to find details.

 **12/48 CORRESPONDENCE**

1. Letter from Jack Napthine
2. Thank you letter from Wild Flower Project
3. Letter from Little Otters asking for donation to Sensory Room. Secretary to reply and ask for a list of specific requirements and we will advertise it on web site and by email

**12/49 TREASURER’S REPORT – inc. 100 Club**

The Treasurer reported that cash held in OPRA accounts is as follows:

 Bank Account £1501.27 Cash £ 174.22

 100 Club £1996.44 Savings £1630.92

 It was noted that the 100 Club leaflet has been updated. There are now 98 members.

**12/50 FIREWORKS**

 The fireworks have been ordered and will be delivered and stored in Ann and Barry’s garage.

We checked on the list to see that everything was covered – Robert, Tina and Jacqui will be in attendance as first aiders.

It was agreed to order a marquee from Primrose Marquees which Barry and Tina had researched – agreed that Barry order it.

The Beacon will be lit by Helen Rees at 6pm and the fireworks to start shortly afterwards.

**12/51 CHRISTMAS DINNER**

It was agreed to circulate the list to the committee to make sure it was correct. The invites to go out on 4th November and returned by 19th November.

 The Secretary agreed to get the ‘to do’ lists ready so that we can agree numbers etc.

It was agreed to hire crockery as before. Jacqui volunteered to make broccoli and cheese soup and also make the bread rolls. It was agreed to ask Robert to supply wine and Christmas pudding. Also agreed ask Sue Ayley about the opening of the bar.

The Secretary agreed to contact Mark Druit re vegetables but it was recognise that it may be necessary to purchase them now that Mark has left the village. Attendees to be asked on the invite whether they need disabled access to the Hall so that this can be arranged if necessary.

**12/52 WEB SITE**

It was reported that the website was now up and running well. Several people have emailed to say thank you to all concerned and Garth Crocker has asked if he could put local weather details on it. Apparently he did this whilst employed by BBC Bristol. It was agreed that this would be a useful addition.

**12/53 ANY OTHER RELEVANT BUSINESS**

As there was no further business the meeting closed at 10 pm.

 **DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Monday, 12th November at The Anchor at 7.30 pm.

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Signed…………………………………….. Date………………………….