**OTTERHAMPTON PARISH RECREATION ASSOCIATION**

**Minutes of the OPRA Committee Meeting held on 5th October 2016 at 7.30 pm**

**At 3 The Towers**

**PRESENT**

Jacqui Sparks (Chair) Barry Leathwood

Ann Leathwood (Secretary) Mary Cornish

Sue Francis (Treasurer) Felicity Ashworth

Bev Smith Tina Gardener

 **16/31 APOLOGIES** - Di Davie

 **16/32 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 15th August 2016, were approved as a correct record.

**16/33 MATTERS ARISING** - Sue reported that there is no firework training was available this

 year. Agreed to get requests for training in earlier next year

**16/34 CORRESPONDENCE**

1. Barry reported that the renewal for the public liability insurance had been received. Renewal £267.50. agreed.

**16/35** **TREASURER’S REPORT INC. 100 CLUB**

 The Treasurer reported that the following funds are held by the Committee:

 Bank £355.16 Cash £192.34

 100 Club £1437.05 Savings £3555.57

Cheques issued

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Detail | Chq NO | Value (£) |  |
| 24/04/2016 | A Leathwood 81 Easter eggs and quiz prizes | 122224 | 135.99 |  |
| 24/04/2016 | A Leathwood printer ink | 122224 | 26.98 |  |
| 24/04/2016 | S Francis OPRA AGM food | 122225 | 35.00 |  |
| 24/04/2016 | M Cornish Flowers for Tina leaving OPRA & Chair | 122226 |  12.50 |  |
| 24/04/2016 | OVH hall hire talk 21/01/16  | 122227 |  6.00 |  |
| 24/04/2016 | A Leathwood main prize Easter egg | 122228 | 8.00 |  |
| 10/06/2016 | BWBSL Water rates | 122229 | 11.88 |  |
| 13/07/2016 | Insurance for mower Swinton Commercial | 122230 | 158.24 |  |
| 15/08/2016 | M Gardener fuel for mower | 122231 | 135.07 |  |
|  |  |  |  |  |

 It was reported that the 100 Club has 99 members from 1st October and three applications outstanding.

 **16/36 FIREWORKS AND LANTERN WORKSHOPS**

Sue confirmed that fireworks have been ordered to be delivered after the 30th October. Agreed Ann will ring Paul Cadmore and Andy Ingram to confirm their attendance. Agreed Andy will be the display supervisor as usual. Revd. Alison Waters be invited to light the Beacon (confirmed)

Ann was asked to order the burgers and sausages from John Devlin but there needs to be substantially less than last year. Ann to discuss the size of the packs with John. Ray Bollen has agreed to bbq the burgers and sausages as usual. Agreed that setup will commence at 3pm this year. Members updated the checklist which will be circulated

Sarah Webb has agreed dates for the lantern workshops which Barry will advertise and produce leaflet for distribution at the school. Agreed to discuss with Sarah the organisation of the lantern parade, possibly starting from the Post Office.

**16/37 SENIOR’S CHRISTMAS DINNER AND TREE LIGHTING**

 The organisation of the Dinner was discussed and explained to new members. Ann to update lists and circulate them. Agreed to hire crockery as previous years. It was agreed to ask if the Combwich Choir would be willing to perform. In addition, a sing-a-long lead by Peter Barnicoate and Bev Smith. Agreed the invitations will go out on Sunday 6th November to be returned by 18th November. More detailed discussion will take place at the next meeting.

 It was agreed that the Christmas Tree will be erected on Friday 2nd December and the lights will be turned on at 5pm 4th December.

**16/38 KITE WORKSHOP**

Mike Timins agreed to organise a Kite workshop on a date to be arranged.

 **16/39 COMBWICH WEBSITE AND OTTER TALES REPORT**

 Barry reminded the meeting that both the website and Otter Tales are very useful in getting our message across and urged members to let him have details and articles for inclusion.

**16/40**  **ANY OTHER BUSINESS**

 Tina pointed out that the charity return was due and it was agreed that Jacqui as Chair would be the contact person and submit the annual returns.

 **DATE AND TIME OF NEXT MEETING** – Tuesday 22nd November 7.30 pm at 3 The Towers.

 The meeting closed at 9.35 pm

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 Signed…………………………………… Date………………………..