**OTTERHAMPTON PARISH RECREATION ASSOCIATION**

**Minutes of the OPRA Committee Meeting held on Tuesday 25th September at 7.30pm**

**32 Nursery Close**

**PRESENT**

Tina Gardener (Chair) Di Davey

Barry Leathwood (Vice Chair) Felicity Ashworth

Ann Leathwood (Secretary) Mary Cornish

Sue Frances (Treasurer) Melvyn Fooks

**18/84 APOLOGIES :** Bev Smith, Jacqui Sparks

 **18/85 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 22nd May 2018, were approved and signed by the Chair.

**18/86 MATTERS ARISING**

Tina advised that we need to develop a General Data Protection Regulation (GDPR) policy for OPRA. Barry agreed look into this and report back.

Another meeting will be held before the day to make sure all is in place.

Tina reported the Annual Report to the Charity Commission was due. Sue agreed to prepare the financial report for Tina to submit.

 **18/87 CORRESPONDENCE**

 Letter from Liz Brown 1st Combwich Brownies thanking OPRA for the grant of £100 towards the cost of new work books.

 Email from Village Hall Chair thanking OPRA for a grant of £100 towards the cost of putting the 1st Combwich Fun Day.

 Letter from Otter Wheels Secretary returning the grant of £130 which we had previously made to them. On further examination of the Otter Wheels accounts it was agreed that this money was not needed. As a consequence, we agreed to amend the grant application form to include a question on the financial state of the organisation making the request. Barry to action.

 **18/88 TREASURERS REPORT**

Sue reported on our present finances:

Bank £137.50 Cash £186.03

100 Club £2,288.50 Savings £3267.35

The 100 Club will have 93 members at the end of this quarter. Efforts must be made for all the committee members to increase 100 Club membership.

Sue expressed concern about the difficulty of knowing exactly how much money was in each bank account on a day to day basis and therefore knowing when to transfer money from one account to another to meet our commitments. Agreed that Sue will explore the possibility of online banking purely to allow the transfer of money between OPRA accounts. Agreed to continue the practice of all expenditure by cheque with two signatories required.

The current signatories are the treasurer and the secretary and it was agreed to add Mary and Felicity to the list.

**18/89 BARN AND PAVILION**

 Reported that the annual barn rent (£100) to the parish council has been paid.

 Tina reported that the Pavilion was in a sorry state and needs to be replaced as a matter of urgency. She advised that a simple refurbishment would not require planning permission, but a replacement building would. There was a discussion on the type of building required and where it should be situated. The idea of a suitably clad shipping container similar to the hides on Steart Marshes was discussed. If retained at the present location it would need to be at least a foot higher to prevent flooding at the highest tides. Tina agreed to talk to the planning department to seek guidance on the parameters. Other members agreed to research other possibilities and report back to the next meeting.

**18/90** **FUN DAY REPORT**

Agreed that the Fun Day had been a success but that there was disappointment at the numbers attending. OPRA contributed with a £100 grant and the loan of a wide range of equipment, plus providing a cream tea facility. Sue Barton indicated that they would be holding a similar event next year and enquired whether OPRA were planning an event. It was agreed to inform the village hall committee that we were not planning anything and that we would give support to whatever they planned.

**18/91 FIREWORKS DISPLAY** *(4th November)*

 After a discussion Sue agreed to order a similar batch for fireworks as in previous years. Agreed to contact trained volunteers to establish their availability. It was agreed that the display team should be led by Adrian Floyd.

 Agreed to order 48 beef burgers and 48 sausages. Agreed to ask Ray and Christine to bbq the food. Felicity will provide collection buckets.

 It was also agreed that the lantern parade will take place again under the direction of Sarah Webb before the fireworks. Members expressed concern at the cost last year mainly due to the cost of hiring the village hall for constructing the lanterns. It was therefore agreed that OPRA will contribute a maximum of £120 towards the cost of hiring the village hall and £150 towards the cost of materials. Tina to liaise with Sarah Webb.

 It was agreed the fireworks and the lantern display is an OPRA event. A leaflet will be produced and distributed to all households advertising the event.

 **18/92 CHRISTMAS DINNER** *(1st December)*

 Secretary agreed to send a copy of the invite list to all committee members to check that no alterations need to be made. Invites will ready for delivery on 4th November. Ray and Chris have agreed to cook the food as usual. Mike Gardener agreed to provide the entertainment and that the Combwich Choir be invited to perform*. (Choir not able to attend, but would be happy to do so next year)*

 Mary agreed to ask Bob Withers to purchase 2 Christmas trees as usual. Also agreed that Mike Gardener be asked to switch the lights on. He will also be responsible with help from other committee members to erect the tree and lights.

**18/93** **ANY OTHER RELEVANT BUSINESS**

 Secretary reported that Di and Barry’s first aid certificates expire in December. Agreed to contact St Johns Ambulance with a view to arranging training for Di and Barry and Tina also agreed to be included.

 Barry reported that Jacqui had offered to give an OPRA talk on “Managing changes by understanding your emotions” in the village hall in the New Year. The committee agreed, but suggested that the date should be arranged to take place after the publication of Otter Tales to maximise publicity

 The meeting closed at 9.45 pm.

**DATE AND TIME OF NEXT MEETING**

Wednesday 10th October 2018 at 7.30 pm at 32 Nursery Close.

 Signed…………………………………… Date………………………..