**OTTERHAMPTON PARISH RECREATION ASSOCIATION**

**Minutes of the OPRA Committee Meeting held on Wednesday, 10th October 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

Bev Smith

**18/94 APOLOGIES :** Jacqui Sparks

 **18/95 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 25th September 2018, were approved and signed by the Chair.

**18/96 MATTERS ARISING**

 Re minute 1887: Barry confirmed that the OPRA Grant application for had been amended.

 **18/97 CORRESPONDENCE**

 Public Liability insurance had been received and it was agreed to pay the premium of £279.29, which is an increase of £9.23 on the previous year.

 Letter from Parish Council confirming a councillor will attend the firework display.

 **18/98 TREASURERS REPORT**

Sue reported no change in the financial position since our last meeting.

**18/99 BARN AND PAVILION**

 The need to replace the pavilion was discussed at some length and the reports of Melvyn and Di, who had researched alternative structures, were considered. It was suggested that before progressing further a letter should be written to the Parish Council who own the land.

**18/100**  **FIREWORKS DISPLAY & LANTERN PARADE** *(4th November)*

 Sue informed the meeting that Pains Fireworks need a delivery address – agreed that it would be either Bev or Di’s address.

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 The organisation of the display will be as previous years with Adrian Floyd taking the lead. The checklist was updated, and tasks delegated. It was agreed to meet at 3 pm to set up fireworks, beacon, BBQ and spectators’ area. The food should be ready to serve by 5.30 pm.

 Tina gave a report on discussions with Sarah Webb in relation to the lantern workshops and Barry produced a draft leaflet. It was resolved that a general leaflet be produced giving details of the firework display and lantern parade and workshops for both the adult and children. It was further agreed that a separate A5 leaflet be produced for distribution at the school and delivered to the homes of children who do not attend Otterhampton School where they we known. Bev agreed to take them to the local school. It was agreed that there will be a £2.50 charge for children attending (one off payment which will cover children attending all the workshops). Children under 11 years must be accompanied by an adult.

 It was agreed that collection buckets and marshalling the whole event will be carried out by OPRA. An email to this effect had already been sent to the Village Hall which also thanked them for their contributions.

 **18/101 CHRISTMAS DINNER** *(1st December)*

 Some amendments were made to the invite list and it was agreed that the invite letters will be delivered on 4th November. It was agreed that there would be a statement on the reply slips concerning food allergies.

 It was agreed to enquire if there was a pianist in the village who would be prepared to accompany a sing-along at the dinner.

 It was agreed that the Christmas Dinner would be the main agenda item at the next meeting.

**18/102** **TALKS**

 It was agreed to defer this item until a meeting when Jacqui was present.

**18/103 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

 Members discussed the GDPR statement that Barry circulated and subject to a small alteration was approved and will be placed on the website.

 **ANY OTHER RELEVANT BUSINESS**

 Secretary reported St Johns Ambulance will have training courses in Taunton on 26th January 2019 and Bridgwater 16th March 2019. It was agreed to book the first one for Di, Tina and Barry.

 The meeting closed at 9.40 pm.

**DATE AND TIME OF NEXT MEETING**

Wednesday, 21st November 2018 at 7.30 pm at 17 Martyn Close.

 Signed…………………………………… Date………………………..