**OTTERHAMPTON PARISH RECREATION ASSOCIATION**

**Minutes of the OPRA Meeting held on**

**Wednesday 24th November 2021 at 7:00pm**

**PRESENT**

Tina Gardener (Chair)

Carol Bradbury (Secretary)

Sue Francis (Treasurer)

Mary Cornish

Barry Leathwood

Melvyn Fooks

Connie Sanders

Pete Sanders

Paul Bradbury

**21/32 APOLOGIES** Di Davie, Felicity Ashworth

**21/33 MINUTES OF THE LAST MEETING**

The minutes of the last meeting (18th October) and the minutes of the Extraordinary meeting (3rd November) were approved and signed.

**21/34 MATTERS ARISING FROM THE MINUTES**

No items were raised.

**21/35 CORRESPONDENCE**

1. Barry passed on a leaflet from St John’s ambulance re training. Carol said that she had contacted them and asked for the contact details to be amended. (Subsequent to the meeting confirmation has been received from St John’s Ambulance to confirm this).
2. A thank you note has been received from the Combwich Coffee Club thanking the committee for purchasing items for the kitchen. Sue mentioned that we had not yet received the bill for these, but that it was expected to be received soon.
3. An email has been received from Pete Cashin, Treasurer for OVH. This was to notify us of increases to the hall charges to £7.50 per hour from January 2022 – this does not affect the Christmas dinner.

**21/36 FINANCE REPORT**

 Bank Account £1,292.87

 Cash in hand £177.03

100 Club £3,854.55

Savings £3,483.09

**Total** £8,807.54

**21/37 REVIEW FIREWORK NIGHT**

This year was one of the best attended displays ever. The barbeque sold out completely with the final few items sold without rolls. It was decided that additional bread will be taken next year as a precaution.

Tina thanked everyone who helped with the set up and on the night and also with the clean up on the Monday. Having additional helpers meant the tasks were completed much more quickly.

An item will be added to the checklist for next year to damp down the brazier as this was still quite hot on the following morning.

**21/38 CHRISTMAS DINNER 2021**

Currently there are 46 attendees, three people are requesting a lift to and from the dinner. Connie has said that she will cover the lifts.

Initial thoughts are that we arrange as 8 tables of 6 people, but Tina is going to review the list to check if the attendees may prefer a different configuration so that they can sit with friends.

Running through the Food and Equipment list, Tina is arranging with Mid Somerset Catering to hire 50 of each of the plates etc that we require and some serving dishes to go on each table. Tina will check available cutlery, butter knives and serving spoons and will also bring the items in storage.

We have sufficient glasses for the fruit juice. Dishes for cranberry sauce and sugar are available from OVH.

Mary has agreed to get the rolls, orange juice, gravy granules and cranberry sauce.

Connie said that she would create some table decorations.

The Food and Equipment list will be updated for amounts and the names of those assisting.

All available will meet in OVH at 10am to set up the hall on the 4th. Anyone available for clean up should be at OVH at 10am on the Sunday.

Guests of honour invited to the dinner are Lynn Carter and the Reverend Alison Waters who will be accompanied by their husbands.

**21/39 CHRISTMAS TREE AND LIGHTS**

The Christmas tree is being delivered this week and will be put up on the Saturday. The lights will be switched on on Sunday 5th December at 17:00.

**21/40 ANY OTHER BUSINESS**

**21/41** Roles and responsibilities and our policies will be discussed at the next meeting in the New Year.

**21/42** Forms will be circulated to new trustees.

**21/43** Carol to be added as a 100 Club signatory.

**21/44** A plan for the location of the new storage area needs to be looked into.

**21/45 MEETING CLOSURE**

The meeting was closed at 20:25.

 Signed…………………………………… Date………………………..