

Minutes of the ORAC meeting held on

Wednesday 21<sup>st</sup> November 2012 at 7.30pm

Those present: Martin, Di, Dee, Nigel, Rob, Scott

Apologies: Donald, Gordon, Linda Jay, Lindsay, Angela, Linda

Minutes: The minutes from the meeting of the 11<sup>th</sup> September were approved.

Correspondence: Some minor correspondence had been received relating to team building events.

Treasurers' Report: Di reported that the main current account now had a balance of around £4k.

Officer's payments had been made since the last meeting. The annual entertainment licence has been paid. Payments were made regarding the security alarm which had been reset. Efire had attended the fire alarm after problems with the fire alarm which were traced to a sensor. The Bollywood night had been successful in raising funds and had returned a £1185 profit from £2411.60 income. It was discussed that funds from the lunch club could provide funds for kitchen equipment as some of the kitchen equipment has gone missing whilst some additional items are needed. A paper towel dispenser is to be provided for kitchen. It was agreed there was a need for new cooker as the existing cooker was not keeping heat in non fan side, it was discussed that funds from the lunch club could assist in the purchase, it was suggested by the committee that ORAC could fund half this purchase and the lunch club the other half.

**Matters Arising:**

1. Noise issues

i) Noise tests – The Sound proofing work is now complete, Rob stated that the work recommended from the acoustic report had now all been done. The next step was to do a noise survey to assess decrease in noise. The committee would write to MSDC to inform we have now done all we can to comply with the enforcement action. The costs incurred are to be deducted from retention fund held pending completion of issues. It was discussed that further acoustic paneling would be investigated to improve the acoustic performance of the main hall.

2. Landscaping and maintenance

i) Boundary maintenance – The footpath at the rear of the hall and hedge line bordering Beaconsfield arms – Holly cottage boundary were discussed, these areas would be monitored.

ii) Silver birch trimming – this has now been completed – some further trimming may be required. Rob reminded the committee that the council Tree Protection

Officer wants the trees to remain. Another morning is to be arranged to trim the remaining areas. Provisionally this was agreed to be during January or February after the January meeting.

iii) Gents toilet light not working- bulb needs changing new tubes required, Scott and Gordon would investigate.

iv) Table damage- Gordon had repaired some of the tables, it was unclear how this damage had occurred.

v) lock on Pre School fire door – It was agreed that a specialist security locksmith was required to deal with this issue and this was to be arranged.

vi) Kitchen and lobby lights not working - These were likely to need new bulbs, Gordon and Scott would look at this.

vii) Store room door damage- It was still unclear how damage had occurred and further investigation was still needed.

viii) Field tidy up – This had already been discussed, scheduled for January or February.

viii) caretaker/cleaner update- Di reported that the new cleaner has now left her post. An advert would be placed in the next edition of the oracle for a new cleaner. The hall now had only one remaining cleaner.

3. ROPSA report on playground - The recent RoSPA annual inspection of the playground had taken place. The report highlighted a few small issues, the gate lock was broken and gate closes too quickly. It was agreed that the fence suppliers were to be contacted for a replacement lock. The zip wire cable runway stop end was missing and there were also pads exposed from bark. The climbing frame chain connectors were becoming worn, the shackles may need replacing. The rocking horse had become loose and needed tightening. It was noted that the swing chains were wearing. Scott and Gordon would investigate these issues further.

4. Review of Bollywood night – It was agreed the night went very well. The night had been hard work and the committee expressed particular thanks to Lindsay and Dee who had put in an enormous effort with the cooking and presentation. It was agreed that for future events the committee should make sure all are involved in all aspects including the clearing up. It would be beneficial to ensure roles are allocated to officers. It was agreed that mats are required for bar area to protect floor as spilt drinks were damaging the floor in this area.

5. Annual Quiz – it was suggested that the committee organize the annual quiz the 20<sup>th</sup> April was agreed as the date for this.

6. Village groups meeting – A date was required for this, 30/01/12 was suggested.

7. Christmas dinner planning – it was agreed that roles would be allocated. There was a further need to advertise as low bookings had been received so far.

8. Dates for meetings 2013.

23/01/13

13/03/13

08/05/13

05/06/13

04/09/13  
16/10/13  
27/11/13

### **Other items**

A piano had been offered to the village hall. It was agreed that there would be insufficient space for this and the offer would be declined.

The meeting was closed.

**Date of next meeting: 23<sup>rd</sup> January 2013**