

## Minutes of ORAC meeting Thursday 8th November @1845

**Present:** Dave Cox (Chair), Jill Crouch (Vice Chair), Allison Goldsmith (Treasurer), Alison Davenport Jones (Secretary), Sandra Cox, Gill Chapman, Nigel Woodhouse, (committee) Paul Goldsmith (associate)

**Apologies:** Anne Stainsby

**Absent:** Neil Sizer

DC opened the meeting at 18:41

### 1. Agreement of October minutes

The October minutes were agreed as a true and accurate record

### 2. Matters arising

From Action list: DC to complete actions

### 3. Treasurer's report

AG presented her report: a copy is on file. AG has sent a reminder to hirers who have not yet paid their invoices. Balance b/f £25,219.44. AG outlined some of the main transactions including cost of maintenance.

The radiator in the upstairs office is not working correctly so Preschool are using an electric heater. That is costly in terms of electricity: SC will contact Jack (heating engineer) to fix the radiator.

The hire agreement with the primary school dates from May 2014 and should now be reviewed: ADJ to arrange meeting with school officers

### 4. Charity Commission report accounting

Income from the insurance claim (flooring in the hall and kitchen) needs to be declared as it took the account over £25k and has not yet been spent. AG asked the committee to agree that the whole account needs to be reported to the Charity Commission. Unanimously agreed.

### 5. Proposed procedures for testing emergency lights and fire alarm

PG explained that a spot check of emergency lighting has to be carried out every month and the fire alarm every week. Preschool have been diligent in carrying out the checks but the procedure is not quite correct so PG has put together a coherent and cohesive document outlining the legally required procedure. He asked the committee to ratify this at the next meeting when he will have finished his extensive testing. The electrician is due to carry out a 3 hour test on 17 November.

DC asked why lights are on in the preschool at all times: PG explained the electrician advised it is in line with current guidelines. GC asked that the minutes reflect ORAC's understanding of the procedure and that regular checks are minuted.

Committee agreed to consider ratifying PG's proposed procedures at the next meeting.

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### 6. Oracle update

The working group of JC, GC and ADJ reported that the magazine will be ready for printing on Monday 12<sup>th</sup> November. ADJ to write an article for inclusion after the Roll of Honour event on 9/11/18 and Remembrance service on 11/11/18. DC to organise printing

### 7. Christmas dinner planning

Ticket sales so far are encouraging. The menu was agreed and some pricing has already been undertaken; the remaining items will be priced and reported back at a meeting on Wednesday 14/11

Decorating of hall will take place on Friday 30<sup>th</sup> Nov 10 am, table setting: Sat 1<sup>st</sup> Dec.

Teen helpers to be arranged by ADJ

AS is unavailable for the event

### 8. AOB

Grass cutting: JC to contact Mr Febercorn to determine exactly what his contract with ORAC is and review costs (This is in line with ORAC's policy of ensuring best value for money)

In relation to her Forest School work, GC asked if she can extend the wooded area at the back of the field further forward by planting 30 more trees (silver birch, rowan or wild cherry) that would be provided by Woodland Trust. Applications are due now for planting next year. Committee agreed in principle but will make a site visit on Wednesday 14 Nov before making the final decision.

DC wrote to the Sports Foundation asking for funding for badminton nets and associated equipment so that a club can be started at the hall as several villagers have expressed an interest. Update to follow at the next meeting.

Dave closed the meeting at 20.20. **Next meeting Thursday Dec 13<sup>th</sup> at 18.45**