

ONLEY PARK RESIDENTS ASSOCIATION

UNAUTHORISED

MINUTES

Held on WEDNESDAY 01st March 2017 at 19.30
ONLEY VILLAGE HALL

Secretary Address: 69 ONLEY PARK, RUGBY, CV23 8AW Telephone: 01788 815906

E-Mail: dawn.cotton@talktalk.net

PRESENT: Chair: Dawn Cotton, Treasurer: Lottie Smith, Cllr Bryan O'Reilly, Rep for OPRA Adrian Cooper, Gavin Callard

		<u>Page 1</u>	<u>ACTION</u>
1.0	APOLOGIES		
1.1		Non Received	
2.0	MEETING 15TH FEB 2017		Accepted
3.0	Accounts	New Signatories	
3.1		Treasurer LS and Chair DC agreed to become Signatories. AC advised there should be three in case of an emergency, AC proposed, BO seconded and GC kindly offered.	
3.2		All accounting information was handed to LS 26 th Feb. LS requires time to go through the accounts/invoices etc.	
4.0	Cleaner / Booking Clerk		
4.1	CLEANER	Make enquiries with Barby Village Hall to seek advice on self-employed contracts. It was agreed only around 3hrs per week cleaning dependant on number of bookings	Chair to make enquiries with Baby V/Hall. DONE 2 nd March
4.2		Should a cleaner require a risk assessment.	Chair to make enquiries with Baby V/Hall. DONE 2 nd March
4.3	BOOKING CLERK	It was agreed once a person is found to take on this role a None refundable deposit should be taken for each booking. It was noted by the Chair Onley has a Bookings agreement for hire containing schedule of standard conditions on the reverse side of the booking form these conditions may be transferred to invoices too.	

5.0	JOB DESCRIPTION		
5.1		<p>Chair contacted Frances Harris at Northamptonshire ACRE who kindly emailed details Managing employees and volunteers which contains job description enabling the committee to extract areas that are required concerning the roles available.</p> <p>Also received was details: The essential Trustee providing exhalant advice and guidance.</p>	
6.0	WATER MTR	UPDATE	
6.1		<p>Chair made contact via email to Severn Trent Water and is awaiting information. AC felt committee must be careful of water meter potentially could make billing higher if hall hired out more often. Waiting on response from Severn Trent.</p>	
7.0	Any Other Business		
7.1	DAVENTRY FOOTBALL CLUB	<p>AC advised Parish Council has been approached by DFC with a view to using the open space football field. It was recommended by the Clerk of the parish Council that the village hall should run with this. More details are required as to the implications to which may arise. i.e. additional cleaning to village hall, do we only open entrance for toilet facilities or/plus use of the kitchen, all to be decided at another time.</p>	
7.2	PAT TESTING	<p>Came to light the last test was completed 2013. To be legal this must be completed ASAP.</p>	<p>Chair to contact Barby v/hall to seek advice and who they use presently. Done 2nd March</p>
7.3	BLUE TACK WALLS	<p>Hall requires re painting of walls in main hall due to marks of blue tack and what appears to be dart marks also suggested kick boards around the bottom to prevent dirty marks re-appearing this would make the hall much more appealing.</p>	<p>AC to help with obtaining 3 quotes.</p>

Meeting closed at 20.45pm

NEXT MEETING – 05th April, 19:30
March 2017

Chairman: Dawn Cotton 2nd

