



Attendees: Rich Ponsford, Matt Phillips, Andrew Smith, Richard Kingshott, John Broad, Carole Hetherington, Jean Coker, Bob Rudge

Apologies: Cllr Dan Sames.

Guests: Tony Hallas (Bicester Lions) and David Phillips (Cardiac Science)

1. Presentation about Defibrillator

David Phillips gave a presentation on the benefits and features of the defibrillator (AED), how to use it, how to inspect and maintain it. The battery should be changed after 4 years. The gel pads should be changed after 2½ years.

Tony Hallas confirmed that the AED was purchased with an insurance policy and 8 years coverage for replacement parts.

The committee agreed it would be valuable to offer training to local residents, provided either by South Central Ambulance Service or Cardiac Science. **Action:** Rich to ensure the AED is registered with South Central Ambulance Service and enquire about training.

2. Approval and Actions Arising from July Minutes

The minutes from July were agreed, and signed by Rich.

3. Treasurer's Update

Bank Balances at end of September 2017:

Account	Langford Life	Hall	Hall Improvement	Reserve	Total
September 17	1,530.85	6,133.51	0.00	13,333.49	20,997.85

As of the 30th September, Mike Pearse Carpentry had not been paid the last invoice of £3,276 so by the time of the October meeting the balances were further reduced, with the reserve account standing at £10,056.36.

To date, expenditure on renovations and the shed have totalled £13,640, all paid from the reserve fund so as to keep the day to day running of the hall as normal as possible. The committee discussed and agreed that the reserve fund should be kept at £10,000, to cover for emergency expenditures and/or costs for winding down the LVCA, should such an event become necessary.

Jean requested authorisation to pay £50 to Peter Stoddart for examining the 2016-17 accounts. This was agreed.

Jon Spinage has started charging for the work he does on the website. This totals about £50 a year, which includes the cost for the domain. The committee agreed to pay this for this year, while it continues to seek alternative website support.

Two new classes started in September, one immediately prior to Beavers which has caused a few issues at the changeover time but will hopefully be smoothed out. Rugbytots are starting their early Saturday morning sessions at 8.30. Private parties can still be arranged from 11am onwards.

It was agreed to review hire rates in February 2018.

The direct debit for gas has reduced from £116 to £95 per month, because less gas was used than predicted in the year to August 2017. Castle Water have not been charging because they have no



record of a meter. Jean is awaiting an update from them. Meanwhile, they are recording that the LVCA is £300 in credit, whereas Jean's records indicate this should only be £150.

4. Signage & Possible Additional Facilities

Matt has purchased an Accident Book, and will make arrangements for this to be located prominently in the kitchen. Any accident records will be kept in the locked filing cabinet.

Matt will purchase a new first aid kit to replace the existing one, which is significantly out of date.

Rich and Bob have replaced the felt on the notice board, and Rich has begun work on improving the signage. A sub-committee will meet to develop signage so that it is consistent and clear. Initially this will consist of Rich and Matt. The signage will include new risk assessment sheets that Matt has been developing.

While discussing health and safety, Matt identified that cleaning chemicals are being kept in the cleaning cupboard within reach of children. **Action:** Rich to raise this with Jayne so as to ensure that these chemicals are stored within the locked cupboard that is available for this purpose.

The committee agreed with a proposal from Carole that a wall-mounted baby changing table in the disabled toilet would be a valuable addition.

5. Hall Developments

Rich congratulated the committee for the achievement in delivering the renovations over the summer. Particular thanks went to Carole and Bob for their massive effort.

Carole advised that several grant applications are in progress. Some requests have not been responded to, so Carole is following these up.

Rich noted that he'd taken down the plaque marking the opening of the hall, because it was damaged. Based on the date on the plaque, the hall's 25th anniversary will be on 8th January 2019. It was agreed that it would be fitting to celebrate this in some way, an action for sometime in 2018.

The status of discussions with Cherwell District Council was queried. **Action:** Matt to check the latest with Mike Oke and forward this information to John Broad to chase up.

Bob confirmed the quote for replacing the alarm panel is £234 inc VAT, and that the work is urgent because the current panel's display cannot be read. The committee agreed to proceed with this.

6. Highways and Development

Richard criticised the micro-asphalt surface dressing of Peregrine Way that was currently in progress. The method provides only a short term fix, and the work has been executed poorly. **Action:** When the work is complete, Richard to email his concerns to Dan Sames on behalf of the committee.

Richard noted that the Symmetry Park access is nearly finished, so traffic management should be removed soon.

7. AOB

John noted that the Community Orchard has just celebrated its fifth year, and that they are lobbying for this land to be designated a Local Green Space.

Date of next Meeting – Monday 20th November 2017 at 8.15pm at the hall