



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

**Apologies:** Cllr Dan Sames, Carole Hetherington.

## 1. Approval and Actions Arising from October Minutes

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

Rich has registered the AED with the South Central Ambulance Service, but will further investigate opportunities to provide training. Bob reported that cleaning chemicals are now being stored in a locked cupboard. A chasing email has been sent to John Slack at CDC, regarding the path at the front of the hall. No response received, so John Broad will follow up on this.

## 2. Finalisation of 2017 AGM Minutes

Matt reported that the AGM minutes had been emailed to the committee and all those who provided relevant details on the attendance form. They were given two weeks to make any comments. The only requests for changes came from John. Matt has made the necessary edits and the committee agreed the minutes could be finalised. **Action:** Matt to forward final version to Bob, for uploading to the Langford Life website. Rich to provide a link to the minutes on Facebook.

## 3. Treasurer's Update

Bank Balances at end of October 2017:

Account	Langford Life	Hall	Hall Improvement	Reserve	Total
October 17	1,530.85	5,923.74	0.00	10,057.19	17,511.78

Significant expenditures this month include payment of LKT for the overhaul to the electrics (£810) and the annual renewal of the music licence (£333). Renewal of the Directors Insurance is due soon.

Of the regular users, ballet took a week of prompting before payment was received. There is a possibility that RugbyTots may ask for an extension to their Saturday morning booking beyond 11:00. If such a request is made, the committee will need to decide whether this will be detrimental to private hires.

Jean confirmed that new regular hirers are asked for a £100 deposit, in the same way as private hirers. Long-standing regular hirers do not appear to have been asked for such deposits. Jean mentioned that some hirers are struggling to provide deposit cheques because they do not have cheque books, and asked the committee to consider whether an alternative form of security would be appropriate. In response, it was queried whether Paypal or Lloyds might offer an online deposit facility.

Jean has continued to chase Castle Water for confirmation of water meter location and current account balance. Still awaiting a response. Meanwhile, John Broad agreed to ask John Slack whether CDC have a record of the meter location.

## 4. Langford Life

Considering the future of the Langford Life publication, Rich proposed the following:

- Publication once a year, roughly 2 months before the AGM.
- Articles focussed on a review of the year, highlighting the activities undertaken by the LVCA in support of the community.
- Sharing article writing duties among the committee members.
- Retaining the A4 format, but reducing number of pages from 24 to 12.



- Extent of advertising to be further discussed.

The committee agreed to this proposal. Work on the next publication to commence in January 2018.

## **5. Review of Initiatives**

The committee reviewed the initiatives to take forward. See table below.

## **6. Risk Assessment**

Matt has purchased a holder for the Accident Book, and will fix this in the kitchen. He has also purchased a new first aid kit.

Matt tabled a first draft of a new risk assessment. Following discussion about some amendments, the risk assessment will be finalised and converted in to finished signage with Rich's assistance. Follow up actions include purchasing a carbon monoxide alarm and signage for the first aid kit.

Matt proposed a wireless fire alarm system, which was received favourably by the committee. Matt to confirm details and costs.

## **7. Hall Keys**

Bob has done an amazing job in preparing a plan and list of who has which storage cupboard and associated keys. There was discussion about whether a deposit should be obtained for storage and front door keys. It was decided not to introduce an additional deposit system. Instead, Jean will amend the hire terms and conditions to state that replacement of any lost keys will be charged at cost.

## **8. Hall Developments**

Rich read out notes provided by Carole. Carole highlighted, and Rich echoed, how grateful we are to Bob for his amazing work keeping the hall running, and how difficult it will be to replace him when he steps down.

The noticeboard now has new headings and tape, just waiting for new signs, which Matt and Rich will be working on.

Carole is trying to sell the Disco equipment and funds raised will go towards the new floor.

Tables are not being put back properly and chairs are still not being stacked correctly, and it is Bob who keeps replacing these in the correct place. It was agreed that a reminder should be sent to all users that it is their responsibility and they will be liable for any accidents resulting from not following the instructions provided.

Grants under investigation:

- Dollar UK not worth pursuing, because the business appears to be in trouble.
- Bicester Village – Meeting with Miranda Markham booked for Friday 1<sup>st</sup> December.

Grants awarded:

- £750 received from CDC Communities Grants towards tables.
- £1000 received from SPARKS fund towards floor or tables.

Carole asked the committee to consider using the grants received so far plus up to £250 from the Hall account to purchase the tables (estimated cost is £2000). Given the previous decision to avoid drawing further money from the Reserve or Hall accounts, it was decided not to proceed until sufficient money had been raised to purchase replacement tables.



It was agreed that the alarm code should be changed at New Year. Bob will check the instructions to change the code are fully understood before implementing. Jean will need to contact the hall users and Jayne to confirm the date of the change and the new code.

## 9. Highways and Development

Richard presented his excellent report on the Peregrine Way Resurfacing, highlighting the poor quality of the material used, poor preparation, execution and finishing of the works, as well as the money wasted in resurfacing the Falcon Mead/Osprey Close Roundabout, which had only recently been resurfaced with a good quality inlay. Rich agreed to finalise the presentation of the report before it is issued to Councillor Dan Sames on behalf of OCC.

John reported some updates about Wretchwick Green. A Biodiversity Impact Assessment has unsurprisingly demonstrated the development will cause an overall loss of biodiversity. The Environment Agency and Redrow Wates to appear to be close to an agreement following the EA's previous objection. Meanwhile, the Clinical Commissioning Group have asked for £1.3m of Section 106 money to fund medical facilities on the site.

John also advised that the ride on Gavray Drive is much improved since the surfacing repair works.

Date of next Meeting – Monday 18<sup>th</sup> December 2017 – Time TBC

Initiative	Lead	Supports	Status
<b>Hall Improvements</b>			
Cycle racks	Rich Ponsford	John Broad	John to discuss with John Slack the possibility of CDC providing the cycle racks
Refresh safety and fire risk assessment	Matt Phillips		Advice received from fire safety inspector. Initial draft of risk assessment reviewed with committee. Documents to be amended
Replacement flooring	Carole Hetherington		Fundraising ongoing
Replacement tables	Carole Hetherington		Fundraising ongoing
<b>LVCA outside communications</b>			
Langford Life magazine	Rich Ponsford		New format agreed. Work to commence in January 2018
Enhanced Langford Life website	Andrew Smith	Bob Rudge Rich Ponsford	Content to be refreshed. Booking information to be made more prominent
LVCA Branding	Rich Ponsford	Matt Phillips	Updating hall notices. Template for headed letters
<b>Langford and Surrounding Environment</b>			
Litter picking	Rich Ponsford		Annual event
Cleaning/repairing street name signs	Rich Ponsford		Encourage community involvement? Check with town council whether they'd have any objection
<b>Promoting Community</b>			
Welcome packs for new residents	Rich Ponsford		