



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

Apologies: Richard Kingshott

1. Approval and Actions Arising from March Minutes

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

Rich reported that he had investigated crowd-funding opportunities, and concluded that JustGiving is likely to be the best option. The idea of a bookshelf was further discussed – options for acquiring a second-hand bookshelf included Emmaus, Sobel House, Bicester Green and Freecycle.

2. Treasurer's Update

Bank Balances at end of March 2018:

Account	Langford Life	Hall	Hall Improvement	Reserve	Total
March 18	1,530.85	7,640.76	1,580.02	10,002.25	20,753.88

Bank account balances at the end of the Financial Year totalled £20,753.88. This will not be the figure shown on the accounts as one Regular User invoice (Ballet) of £246.75 was outstanding despite having received a reminder before the end of the month. After a second contact the money was received on 9th April.

During March, as agreed, £105 was transferred to the Reserves to put the balance back to just over £10,000, and £1000 was transferred to the Hall Improvement Fund as a contribution from the surplus for the year. The remaining surplus on the Hall account was £2,700.50. The cost of the Fire Alarm & extra paving are still to come out of that figure.

Rich wrote to all Regular Users who were paying £7 an hour to advise of an increase to £8 per hour from May. Nobody complained – there were even a few nice replies.

Nick Barnett has restarted cutting the grass. Previously, he has been charging £20 a fortnight but he has now asked to increase this to £24 to cover the cost of recently servicing the mower. After discussion it was agreed to contact Nick for more details of the actual service costs.

Following the previous discussion about complaints regarding the hall floor, Jean has issued updated Terms & Conditions to all Regular Users and asked them to acknowledge receipt. Jayne also has a copy for weekend users. As of 16th April, the only people not to have replied are the 2 who don't pay on time. Rich will write again to these 2 ladies requesting acknowledgement.

Castle Water were phoned to ask why there had been no reply to an email of early March, resulting in a new contact being made within the support team. They advised that the previous invoices had been cancelled, and a corrected invoice was issued, using Thames Water's previous reading, which covers the period from 17th Feb 2017 until 31st March 2019. This totalled £596 – considerably less for a period of just over 2 years than Thames Water used to charge, assuming the February reading was accurate. This is apparently because the LVCA is classified as a micro business. The invoice shows the LVCA to be slightly in credit. Another email was sent to explain their error with the direct debit but no reply has been received. However, on the 9th April £50 was taken from the account & Lloyds have since confirmed that they do hold a direct debit authority.



3. Fundraising

Carole reported the following:

- Tesco Bags of Help – Came second out of three, resulting in a £2,000 grant, pending completion of paperwork.
- LVCA Surplus - £1,000 transferred.
- Parkrun - £500 received.
- Sale of tables - £167.50 raised so far.
- Pub Quiz - £90 raised.
- Bicester Village – still waiting to hear from them, no news received recently.
- Bicester Town Council – Considering the LVCA's application
- There is an opportunity to apply again to the SPARK fund, with a potential award of £1,000.
- Quadrant estate agent does not currently have available funds, but will review this again in June – Carole will follow this up at the time.
- Possible opportunity to run the Sausage Sizzle stall at Bunnings – This would involve quite a big commitment of time. The Cubs are planning to do it soon, so there should be an opportunity to learn how much could be raised.

4. Hall Improvements

Stuart Parkhurst has sent a very negative response about the LVCA's liability for the path at the front of the hall. It was agreed that Rich will respond in strong terms, pointing out CDC's previous commitment to address the anomaly in the lease.

An extension to the path at the rear of the hall was discussed. This is to provide access to the shed. It was agreed to proceed with Mike Pearse's quote for £1,290.

Bob was thanked for his efforts in cleaning the oven.

5. Hall Bookings

Rich shared some information about bookingspaces.co.uk, which offers an online booking service, for a fee. It was agreed that this service was unlikely to simplify the booking process, so this option will not be pursued.

6. Highways and Development

Carole advised that the Wretchwick Green re-application has been submitted, but not yet released for public comment.

Carole advised that the Rodney House Roundabout works are due to commence in late April.

John shared the CPRE's markup of the possible Expressway routes that they understand are being considered. He also told the committee about a BBOWT (Berks, Bucks, Oxfordshire Wildlife Trust) public meeting on this topic. The meeting was scheduled for 18th April, 18:00-20:30 at St Edburg's Church.

Rich reported on a meeting he attended which was promoting the idea of Discovery Walks in Bicester town centre. These will be designed to encourage people to go for a walk during their lunch breaks. Initially the routes will have temporary markings, and volunteers will be asked to trial the routes and provide feedback.



7. AOB

The subject of hall management after Bob's departure was raised again. It was agreed this should be a regular agenda item until new arrangements are made. Options to address this included:

- Allocating roles amongst the other committee members.
- Advertising for new committee member on social media.
- FLTR coffee holding a hall key to let people in for ad hoc maintenance visits.
- Key box on the front/side of the hall for maintenance visits.
- Jean was asked to check if her husband would be willing to take on some of the roles.

Litter pick will take place on Saturday 28th April. Rich has prepared an advert, which is to be shared on social media.

Date of next Meeting – Monday 21st May 2018 – 8:15pm



Initiative	Lead	Supports	Status
Hall Improvements			
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
LVCA outside communications			
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
Langford and Surrounding Environment			
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
Promoting Community			
Welcome packs for new residents	Rich Ponsford		