



Langford Village Community Association - Minutes

19th March 2018

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

Apologies: Carole Hetherington

1. Approval and Actions Arising from February Minutes

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

The Spring Clean has been moved back to 28th April. FLTR Coffee has agreed to provide a 2 for 1 offer for families who take part.

2. Treasurer's Update

Bank Balances at end of February 2018:

Account	Langford Life	Hall	Hall Improvement	Reserve	Total
February 18	1,530.85	8,029.45	500.18	9,896.87	19,957.35

Two regular users had not paid on time: Ballet for both January and February; and Slimming World. These two invoices amounted to nearly £600. After being reminded, both were paid on 5th March. These two regular users are frequently late in making payments.

Following a problem with temporary loss of financial files on the cloud storage system Dropbox, Jean is changing her approach to store the files on her computer hard-drive, and use a data stick as a back-up.

Provisional figures for year-end indicate that, excluding all payments for the renovation, the hall will have made a surplus for the year of approximately £3k. Regular Users income has increased by 25%, the income from these classes alone has mostly covered the day to day running of the hall. As such, the weekend one-offs, which have increased in value by 20%, have generated the profit. The surplus figures are a bit skewed in two respects:-

1. The main insurance policy was changed to a different company in the summer in order to cover the new shed. This resulted in a refund from the old policy which reduced the amount to be paid by about £400. So the balance sheet will show an apparent reduction in insurance costs which isn't actually the case.
2. Payments towards water consumption have been down because of the ongoing problems with Castle Water. The accounts show actual payments total £150, when previous payments over the same period would have been £600.

Jean proposed to transfer approximately £100 back into the Reserve Fund to bring it up to the agreed £10,000. This was passed during the meeting. Jean asked the committee to consider how much of the surplus should be transferred to the Hall Improvement Fund. Taking in to account some upcoming expenses (e.g. additional paving slabs to the shed, fire alarms and oven deep clean) and adjusting for the above anomalies, it was agreed to transfer £1,000.

It was agreed that it is appropriate to adjust the hire rate for those regular users who currently pay a reduced rate, with the ultimate intention of aligning this with the rate that new regular users are charged. It was agreed to increase the reduced rate from £7 to £8.50, and Jean will check this against historical price rises (**PMN: Following review of recent price rises, a revised rate of £8.00 was agreed**). Rich will write to the affected users to confirm the change.



Rich and Jean had a very useful meeting with Jayne. Following her feedback, Bob has managed to improve the way that Jayne and Jean receive enquiries from the website. Jayne sometimes has problems with impatient enquirers – Rich agreed to amend wording on the website to help manage expectations. Jayne cleans the hall about 3 times a week (roughly 6 hours) but has to fit this in with the increasing number of classes. The terms of hire, which expect all users to leave the hall clean and tidy, need to be reinforced. Some classes are still not complying – another complaint has been received from Rugbytots. Jean to clarify with Jayne which day(s) she cleans the floor and investigate whether this can be adjusted to improve the cleanliness for when Rugbytots uses the hall.

Castle Water have sent a bill dated mid-February, which claims to have an actual reading. However the calculation for the invoice was based on the previous reading being taken in July 1993. Jean emailed the Castle Water Support Team on 9th March, attaching Thames Water's last actual reading and asking for an amended bill. No reply received to date. The bills are very difficult to understand, but despite charging for more units than they should, the bill is a fraction of what used to be paid and appears to cover usage for a year. It also appears that it is based on the hall's rateable value.

3. Fundraising

Rich read out notes provided by Carole:

- Tesco Bags of Help – waiting to hear the result
- Bicester Village – waiting to hear from them
- Bicester Town Council – waiting to hear from them
- Carole wrote to 5 estate agents, no response from 4 and a rejection from the 5th
- Pub Quiz Thursday 12th April, 8pm – Several members of the committee confirmed they will be attending, so it should be possible to form at least one team. Matt took an action to publicise the event on Facebook.
- £80 raised so far from the sale of the old tables. The Guides have requested 8 of the large ones – waiting to hear when they want to collect. Carole will put the remainder on the Bicester Bargain site when she returns.
- Carole suggested some ideas for other fundraising events, including: wine and cheese tasting evening; race nights; event on Langford Park; local talent evening. Rich confirmed that the local council requirements for an event on Langford Park are very onerous. The consensus was that a wine and cheese tasting evening was the preferred option. Discussion points:
 - Majestic Wine may be able to support and provide a variety of international wines.
 - Possibility of sourcing local cheeses and drinks (local beers might be favourable to local wines).
 - Rich proposed that a sub-committee should be established to organise this event. Richard agreed to be part of it. Rich confirmed he would offer as much time as he could. It was suggested Mike Oke might be interested in helping.
 - Saturday evenings appear preferable, due to existing regular bookings on Friday evenings.

Rich proposed some other fundraising ideas and asked for other suggestions. The following ideas were considered by the committee to be worth further investigation:

- Crowd-funding
- Second-hand bookshelf
- Weekend car wash
- Film night (with possible tie-in with Bicester Heritage for some that were filmed locally, e.g. The Imitation Game and Churchill)
- 'Pre-loved' sale
- Jean confirmed that the lady who runs yoga classes has offered a fundraising session



4. Hall Improvements

Matt shared a quote (approximately £240) for the wireless fire alarm system that had been proposed during discussion with a fire inspector. Matt had investigated other brands but the Megalarm system was best reviewed and most cost effective. John recommended investigating the cost of a SIM card connection to the fire service. It was agreed that Matt should proceed with purchasing the required components.

Matt commented about the mess created in the garden by children's play equipment. Bob reassured the committee that there will be a temporary lack of storage in the shed until the tables are sold.

5. Highways and Development

- a) db Symmetry planning application (18/00091/F) for Symmetry Park Unit B: Richard shared the objection that he and Carole had submitted to the Planning Department. Key points:
 - The proposed building height is 18 metres, exceeding the limit of 15.5 metres set in the outline planning permission.
 - The proposed footprint exceeds the agreed outline planning permission by 360 square metres, increasing the visual impact and reducing the opportunity for landscape screening.
- b) Wretchwick Green: John advised that the developer believes they have solved the issue that led to the Environment Agency's objection.
- c) Road signing scheme for Langford Village: Richard advised the design has progressed and local authority approval been granted. The estimated cost is £520. Richard and FLTR Coffee intend to proceed with purchasing and installing the signs.

6. AOB

It was noted that the car park lights have not yet been fixed.

Date of next Meeting – Monday 16th April 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		