



Langford Village Community Association - Minutes

18th June 2018

Attendees: Rich Ponsford, Matt Phillips, John Broad, Jean Coker, Bob Rudge, Richard Kingshott, Michelle Kaiser

Apologies: Carole Hetherington

1. Approval and Actions Arising from May Minutes

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

Rich has received confirmation from Stuart Parkhurst that the purchase order has been raised for the improvements to the front path.

2. Treasurer's Update

Bank Balances at end of May 2018:

| Account | Langford Life | Hall | Hall Improvement | Reserve | Total |
|---------|---------------|----------|------------------|-----------|-----------|
| May 18 | 1,530.85 | 8,312.14 | 3,925.31 | 10,003.08 | 23,771.38 |

The total is significantly increased from last month, primarily due to receipt of the grant from Tesco.

Three regular users have reduced their hours, not by a significant amount but totalled over the year it amounts to a loss of income of roughly £1000 per year.

Following a referral from John, Jean contacted Lorna Nichol about undertaking an independent examination of the accounts. A meeting was arranged but Lorna couldn't attend so Jean is following up.

Jean has confirmed a rate increase for the hall booking service provided by Jayne. Jayne has asked if regular/repeat weekend hirers are entitled to a reduced rate. The Committee decided that only regular weekday users who might use the hall occasionally at a weekend should receive the weekday rate. All other hirers to pay the full weekend amount.

3. Website

Michelle confirmed that she and Andrew had met to discuss improvements to the website. They agreed that it was appropriate to make incremental changes, starting with organisational improvements, then refining content and finally updating the appearance. Michelle outlined the following proposed changes:

- Website organisation, e.g. Home button, Contacts section, fixing incorrect links, link to LVCA social media.
- Communication, e.g. description of hall facilities, photos of hall, how the hall is managed and the function of the LVCA, FAQs.
- Information on hall uses, e.g. short promotions and information about regular classes/groups.
- Bookings, e.g. improved calendar, consideration to be given to increasing the automation of bookings
- Appearance, e.g. improved graphics, consideration for changing the name from Langford Life.

The Committee agreed with the proposed approach and Michelle was thanked for all the work she's done already. In order to start making improvements, Michelle will need access rights. Bob agreed to put Michelle in contact with Jon Spinage to enable this.



4. Fundraising

Rich read out notes provided by Carole:

- Bicester Town Council has awarded £1000 – cheque awaited.
- The application to CDC for 50% of flooring costs is ready – just needs quotes for flooring, due week commencing 25th June.
- Paul Tysoe (CDC) has contacted Carole to say the LVCA can apply for anything else as well, so Carole will be adding on external lighting (front and rear) – one quote has already been obtained, a second is required. Again, if awarded, the grant would cover 50% of the costs.
- Application made to Doris Field Foundation for £3,000 towards the flooring.

Richard then described two exciting opportunities for fundraising events:

1. Wine tasting evening at Waddesdon:
 - a. Up to 44 attendees could be accommodated.
 - b. LVCA would provide a bus to and from the event
 - c. Friday night suggested – Carole has proposed either 5th or 19th October.
2. Evening with Oz Clarke, in conjunction with Coles Bookshop.
 - a. Venue would be the hall.
 - b. Coles would liaise with publisher to arrange Oz's visit. It is understood that he would be obliged to attend these kinds of events to promote his latest book.
 - c. Wine tasting to be linked to one or more of his books. Possibility for one of his books to be included in the ticket price. Coles could sell other books too.
 - d. A temporary alcohol licence would be required.

It was agreed that only one of these events should be held during 2018, with the option to do the other in 2019. Richard agreed to check a few details and then make a formal submission to Coles for the Oz Clarke idea.

5. Langford Life Articles

Rich reminded the Committee that articles need to be submitted by the end of July. Rich also asked for good quality pictures of the Langford area and for pictures of the article authors.

6. Preparation for AGM

Confirmed as Tuesday 16th October. Jean has advised the Square Dance group that the hall will be unavailable. Matt agreed to contact Beavers to advise the same. Refreshments will need to be arranged, now that Ted has stood down. It may be necessary to borrow chairs from the school again. Ideas for guests/features were discussed:

- Local Police
- (Non-political) opportunity for local councillors to introduce themselves.
- Healthy Bicester (Hazel?) – promoting Discovery Trail and Health Routes.
- Wretchwick Green developer if things have progressed.



- Defibrillator video.
- Short opportunities for local businesses to promote themselves.

7. Highways and Development

John updated the Committee on the following:

- dbSymmetry – John attended the Planning Committee meeting for the latest application. Many of the committee members were away and the remainder were dominated by those from Banbury, so objectors from Bicester were outnumbered. The application was approved. John has enlisted Victoria Prentis' in querying the absence of solar panels on the first warehouses. So far, the response from the Planning Committee has been unsatisfactory.
- The Gavray Meadows appeal inquiry starts 19th June and is due to run for 2 weeks. John will be attending, challenging such things as the Environmental Plan and concerns that Mallards Way will become a rat run for Gavray residents.

8. AOB

Mike Oke has been in touch to thank the Committee for the Red Letter Day gift given to him at the 2017 AGM, which he and Mychelle have used for a spa hotel break.

It was pointed out that the planters made by the scout group last year are looking untidy. Matt agreed to contact Ellie Thompson about this.

Date of next Meeting – Monday 16th July 2018 – 8:15pm

| Initiative | Lead | Supports | Status |
|---|---------------------------------|---------------|--|
| Hall Improvements | | | |
| Cycle racks | Rich Ponsford | John Broad | |
| Refresh safety and fire risk assessment | Matt Phillips | | Complete: <ul style="list-style-type: none"> • Safety Risk Assessment Notices • Fire Notice • Emergency Notice In progress: <ul style="list-style-type: none"> • Safety Policy • Fire Risk Assessment |
| Replacement flooring | Carole Hetherington | | Fundraising ongoing |
| LVCA outside communications | | | |
| Langford Life magazine | Rich Ponsford | | Target to publish mid-September 2018 |
| Enhanced Langford Life website | Andrew Smith Michelle Kaiser | | Purpose and format to be refreshed |
| 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 | TBC | | Encourage community involvement? Check with town council whether they'd have any objection |
| Promoting Community | | | |
| Welcome packs for new residents | TBC | | |