



Langford Village Community Association - Minutes

Special Committee Meeting 23rd July 2018

Attendees: Andrew Smith, Matt Phillips, John Broad, Bob Rudge, Richard Kingshott, Carole Hetherington, Cllr Dan Sames

The meeting was called to address the positions of Chairman and Treasurer following the recent resignations, with immediate effect, of Rich Ponsford and Jean Coker respectively. The meeting was also to address the unresolved matter of the replacement flooring.

1. Committee Positions

As Vice-Chairman, Andrew will continue to act as Chairman.

Andrew will approach Jean to ask if she would be willing to continue for a short period so that the necessary functions of the Treasurer (e.g. invoicing) continued. Andrew will also contact Roger Winson (former Treasurer for the LVCA) to ask if he would be willing to take on the role again on a short- or long-term basis, or at least provide some support and advice. If either of those options are unsuccessful, Andrew advised that he could consider taking on the role of Treasurer as he had some relevant experience, but could not also act as Chairman. Dan also mentioned Pete Stoddart as a possible Treasurer.

John advised that he will obtain the accounts once they have been examined by Lorna Nichol.

As two of the three account signatories have resigned, it is necessary to increase the number of signatories, with everyone agreeing that Andrew and Carole should be added to the list. Carole advised she would be able to visit Lloyds and obtain a mandate form.

Matt advised that he intends to step down from the LVCA after the AGM, but will ensure a proper handover of the Secretary role and will complete the current health and safety improvements that he is working on.

2. Replacement of Hall Floor

Carole presented the work undertaken by herself, Bob and Rich over recent weeks. They have met with three potential flooring companies, who proposed and quoted the following:

- Multi-Floors Ltd: Proposed removal and disposal of existing flooring, and laying new vinyl flooring throughout. Quote: £9,829 inc VAT
- Manor Flooring: Proposed removal and disposal of existing flooring, and laying new Karndean flooring in main hall and entrance hall, vinyl flooring in WCs and inlaid mats at the external doors. Quote: £12,000 inc VAT
- Carpet Trader Ltd: Proposed removal and disposal of existing flooring, and laying new Karndean flooring throughout and an inlaid mat at the front entrance. Quote: £14,388 inc VAT

Both Manor Flooring and Carpet Trader recommended Karndean as harder wearing and easier to repair than vinyl. Manor also pointed out that there is evidence of a step in the underlying floor slab across the centre of the hall. They advised that they would do their best to level it out prior to laying the Karndean.

The sub-committee recommended that the committee accept the advice from the specialists, and select Manor Flooring to undertake the work.



Questions were asked about the on-costs associated with the choice of Karndean. Carole shared information about Karndean Cleaning Fluid which is designed specifically for their flooring. Based on their advice Carole estimated a cost of £240 per year for the cleaning fluid, compared with approximately £70 per year for the products currently used by the cleaner. It was also pointed out that the Karndean website recommends a pH neutral cleaning product, so cheaper alternatives to the branded product may be available.

The quote includes for the application of a clear protective cover layer. It is recommended to replace this every 18-24 months at a cost of £1,000+VAT per visit, although the interval would depend on the level of damage. Replacing the cover layer would remove any surface scratches. More significant damage could be addressed by replacing individual planks, rather than having to replace the whole floor.

Carole showed samples so the committee could feel the surface finish and also assess the colour. It was decided that Country Oak was the preferred colour.

The committee decided unanimously to accept the sub-committee's recommendation. It was considered that the additional on-costs were affordable given that further major hall improvements are not anticipated over the next few years.

Receipt of the final grant of £6,000 from Cherwell District Council is conditional on providing evidence of payment to the contractor. This would necessitate temporarily drawing down money from the Reserve Fund until the grant is received. Carole was authorised to proceed with confirming the booking for the contractor in parallel with setting up additional signatories so that funds can be released.

3. Fundraising

A local yoga instructor has offered to hold a charity yoga session to raise money for the LVCA. In this case there will be no charge for use of the hall.

4. AGM

It was agreed to keep the current October date.

Andrew will contact Rich to understand who he has already contacted about speaking at the AGM.

Langford Life magazine will not be produced, but a leaflet will be required instead. This will need to publicise that the LVCA is seeking additional committee members.

Date of next Meeting – Wednesday 15th August 2018 – 8:15pm

Venue TBC