



Langford Village Community Association - Minutes

17th September 2018

Attendees: Andrew Smith, Matt Phillips, Bob Rudge

Apologies: Jean Coker, Nick Cotter, Carole Hetherington, Richard Kingshott

1. Approval of Minutes from August Meeting

The minutes from the August meeting were agreed by those present.

2. Treasurer's Update

In Jean's absence, Andrew read out her written report.

Bank Balances at end of August 2018:

Account	Langford Life	Hall	Hall Improvement	Reserve	Total
August 18	1,530.85	8,927.66	6,001.91	10,004.33	26,464.75

The £6,000 grant from CDC was received, the balance of which was paid to Manor Flooring in September. The accounts have been returned with a letter from Lorna Nichol confirming that they are in order. £50 has been sent to Lorna as a thank you as she did not ask for payment. Following an exchange of emails between committee members a regular Saturday evening slot has been offered to the client wanting to run a Bachata class. Her start date is awaited.

Andrew advised that, due to a change of circumstances, he no longer feels able to take over as treasurer. This is clearly of great concern because the LVCA is at risk of being without a treasurer going forwards. Although there is the intention to request volunteers through the AGM leaflet and at the AGM itself, it was agreed that a request for a volunteer to fill the treasurer's role should go out on social media as soon as possible. It was also discussed that the committee may have to consider employing someone to fill the role.

3. Preparation for AGM

- Running order agreed as:
 - Welcome
 - Approval of 2017 Minutes
 - Chairman's Report – Andrew
 - Thanks for contributions to the floor fund – Carole
 - Treasurer's Report – TBC
 - Election of Committee Members
 - Wretchwick Green – Curtin & Co – 15mins + 5mins questions
 - East West Rail and Oxford to Cambridge Expressway – Andrew/John – 10mins + 5mins questions
 - Defibrillator Video – Matt – 5mins
 - Police Report – Matt – 5mins
 - Meet the Councillors – Dan, Nick, David, Lucinda? – 10mins



- Leaflet wording to include (Matt to send proposed wording to Andrew):
 - Wretchwick Green, East West Rail and Oxford to Cambridge Expressway.
 - Call for Committee Members
- Leaflet graphics and printing – Andrew to discuss with Rich Ponsford. 2500 copies needed.
- Leaflet distribution – Leaflets need to be with Bob by the end of September.
- Spare chairs – Matt to organise with school caretaker.
- Chairman's report – Andrew to draft the report and circulate for comment.
- Treasurer's report – Matt to contact Jean.
- Attendance list – Andrew has drafted a new format. Andrew to share with Matt for finalising.
- Documents to be printed (printing duties to be shared among committee members):
 - Agenda
 - 2017 Minutes
 - Chairman's Report
 - Balance Sheet
- Laptop, speakers, projector, power – Matt to provide.
- Refreshments – Carole has offered to provide. FLTR need to confirm how they will serve coffees – from the café/mobile unit/hall kitchen?
- Set-up time: 18:00 suggested – Matt to check what time the hall has been made available from.

It was agreed it would be sensible to meet again about 2 weeks before the AGM to check that preparations are progressing.

4. East West Rail and Oxford to Cambridge Expressway

Andrew wrote to the Secretary of State on behalf of the LVCA regarding East West Rail. The Department for Transport has responded, confirming that the LVCA has been logged as an objector. The objections focussed on the absence of electrification in the proposals, and the lack of a solution to London Road Level Crossing, which will be worsened because the number of trains per hour has increased from what was previously assumed in the studies of barrier down-time. The DfT advised that a public inquiry is likely in March/April 2019. The LVCA has to respond soon if it wishes to give oral evidence in support of the objection. Andrew advises that the LVCA should do this.

The outline route for the Oxford to Cambridge Expressway was announced in the past week. There has been no public inquiry so far, and no announcement of any planned consultations. Andrew advises that the LVCA should just monitor the situation for now.

5. Hall Refurbishment

Carole had sent notes regarding some items. £15 was agreed to buy 2 new bins for the toilets. It was agreed that R&D Garden Services should be brought in soon to cut back weeds and brambles in the garden.



Carole had asked whether she could proceed with replacement of the outside lights. Given that the committee had only one quote from LKT that was out of date, and due to the low turnout, those present didn't feel able to commit to the expenditure. It was agreed that further quotes should be obtained (repeat quote from LKT and at least one other – Darke & Taylor were mentioned) before an agreement can be reached.

Matt advised that some actions have arisen from his recent revision of the Fire Risk Assessment. He is to circulate a list of the actions, to be reviewed at the next committee meeting. Matt has also experienced some technical issues with the new fire alarm. To avoid disturbing hall users, the new alarm has been removed until the issues can be resolved.

6. Policy on Lending Tables & Chairs to Outside Parties

The committee agreed to Carole's suggestion that tables and chairs should not be lent to private parties. This should be limited to known and trusted local organisations, such as the school and pub, although they should be advised that outside use is not permitted. It was agreed that this policy should be recorded in FAQs on the website.

7. AOB

Matt noted that he had received two separate positive comments about the new floor, one from Ellie Thompson during a Cub meeting and one from a parent at a children's party.

Date of next Meeting – AGM on Tuesday 16th October at 7:30pm. Advance planning meeting TBC.