



Minutes Langford Village Community Association  
 Minutes of the Committee Meeting held on 20th May 2019 at Langford Village  
 Community Centre

<b>Attendees</b>	Carole Hetherington (Chair), Lis Penhearow (Treasurer), Elaine Whittaker, Chris A'Court, Christine Fisher, Andrew Smith, Dan Sames
<b>Apologies</b>	

<b>Agenda item and Actions</b>	<b>Owner</b>
<b>Approval of Minutes:</b> Minutes approved subject to amending the quote for lights to extend to hall and entrance.	Christine
<b>Matters Arising:</b> <b>Fire alarm</b> - Andrew started looking for quotes but they are around £500 - Chris to give him the number of the fire people who service the extinguishers. Chris to send electronic copy of instructions for equipment to Andrew.	Chris and Andrew
<b>Finance:</b> Full year budget to be completed not as yet, Lis is trying to do the audit.	Lis
Lis to speak to Jane regarding the cost of the hall booking mobile also on her cleaning costs i.e toilet paper etc. - mobile is Nokia pay as you go Mops are in need of replacing - Lis to liaise with Jayne regarding this - Lis to work with Jayne on the right pricing for cleaning materials.	Lis
<b>25th Anniversary:</b> Carole to ask for a pdf copy of the Langford life for the website - completed	
Carole to check with Mike on the advertisement payments for Langford Life. - completed	

**Bank Balance at end of March 2019:**

<b>Month</b>	<b>Langford Life</b>	<b>Hall</b>	<b>Hall Improvement</b>	<b>Reserve</b>	<b>Total</b>
April 2019	£1,730.85	£13,136.73	£850.31	£10,007.65	£25,725.54

<b>Treasurer's Update:</b>	
<ul style="list-style-type: none"> <li>Year's budget figures?</li> <li>£750 grant from BTC received by Carole at Mayor Making Ceremony</li> </ul>	

<p>Monday 13th</p> <ul style="list-style-type: none"> <li>• Contracts for regular users' needs reviewing and updating, 2 or 3 to volunteer to review and recommend? - Elaine and Andrew to action</li> <li>• Annual Accounts - timescales to be complete by August?</li> <li>• Temporary replacement for Lis August for 6 months - Noel and Elaine to assist in the absence of Lis on her sabbatical till Feb 2020. Meeting to take place before the 4th June between all three.</li> <li>• Langford Life payments: take £1,000 out of the Langford Life fund to pay for it, with the income from the advertisements covering the rest of the cost and leaving £730.85 for AGM leaflet.</li> </ul>	<p>Elaine and Andrew</p> <p>Elaine, Lis Noel</p>
<p><b>Hall Maintenance:</b> A quieter month with no major issues. The boiler had lost pressure and required adjustment (as per the instructions in the folder which is now kept in the filing drawer in the LVCA cupboard). The work to lay stones in the area behind the shed is still outstanding - this is dependent on Dennis and Rita arranging a suitable day and delivery time. - suggestions to have the slab delivery in the school hall?</p> <ul style="list-style-type: none"> <li>• Need to get second quote for hall and entrance lighting, suggesting we aim for this work to be done during August. Second quote for the lights - Darke and Taylor, Carole also approaching Zeta Specialist Lighting to see if they will support the community project. Elaine suggested installing dimmable lighting - Carole</li> <li>• Once the quotes received we can then apply for 50% of cost from CDC - Carole to action</li> <li>• Garden issues - Overgrown tree which needs pollarding, dead tree needs removing, benches need sanding down and repainting, post near gate to be removed. Pat Hare's husband may do the work on the benches- Carole to contact her. Agreed to get quotes for the tree in the back garden - bicester tree services, any other suggestions pass to Carole</li> </ul>	<p>Chris</p> <p>Carole</p> <p>Carole</p> <p>Carole</p>
<p><b>Website/Twitter/Facebook:</b> The special edition of Langford Life was posted on our website once all hard copies had been delivered. This was also promoted on our facebook page and has received a good response. Facebook was used a lot in the run up to the celebration event and on the day itself. We promoted the event itself, the raffle prizes, the treasure hunt, the cake, the House of Lords port etc. After the event a picture and thanks from Carole was posted as well as the results of the raffle etc. We have received a number of compliments from people who said they enjoyed the day. A video of the opening of the event is now posted on YouTube after Chris created an LVCA YouTube channel. This can now be used for any other LVCA videos in the future.</p> <p>Committee names on website - take Patti off - Andrew to action</p> <p>Langford life's - still be put on website need to create a new page New pictures for the strapline - Andrew to action</p>	<p>Andrew</p> <p>Andrew</p>

<p><b>Hall 25th Anniversary Celebration:</b></p> <ul style="list-style-type: none"> <li>● All thank you's have been sent</li> <li>● All report 's written with the exception of Bicester Town Council</li> </ul>	
<p><b>Surgery Move</b></p> <ul style="list-style-type: none"> <li>● Open Meeting held at John Paul 11 centre, Tuesday 14<sup>th</sup> May, attended by Carole, Andrew, Elaine and Chris</li> <li>● Chris gave update</li> </ul>	
<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>● Topics for AGM in September - Surgery, East/West railways ideas for next meeting - All to action</li> <li>● Lack of bus shelters Langford Village - Carole to write a letter to the council</li> </ul>	<p><b>All</b> <b>Carole</b></p>