



Langford Village Community Association  
Minutes of the Meeting held on Monday 20<sup>th</sup> April 2020  
8pm – Virtual Meeting

<b>Attendees</b>	Carole Hetherington (Chair), Noel Hetherington (Treasurer), Elaine Whittaker, Christine Fisher, Howard Patten, Chris A'Court
<b>Apologies</b>	

Agenda Item and Actions	Owner
<p><b>Approval of Minutes:</b></p> <p>January 2020 committee meeting - approved Matters arising: Take out Farraday comments. – Carole Remove the £8 and the £9 comment PDF copy for website – Christine to action</p> <p>March 202 committee meeting – approved Matters arising: We have not yet received the payment from the green space – Carole will chase on email. PDF copy for website – Christine</p>	<p>Christine</p> <p>Carole Christine</p>
<p><b>Treasurer's Update and Budget:</b></p> <p>For year ending 31<sup>st</sup> March 2020 we recorded an overall surplus of £3,039 (£4,810 in prior year). This was made up of a £6,088 surplus (£6,360 py) on Normal Operating Costs, offset by a £3,049 deficit (£1,550 py) on one-off Hall Improvements and Projects.</p> <p>Bank Balances closed at £29,260 (£25,926 py), which now includes £20,000 in 4 interest earning accounts.</p> <p>A draft Budget for 2020-21 has been issued for approval, and projects a Normal Operating Surplus of £39. This assumes that we</p>	

<p>are unable to let the hall until September, and the hall cleaning and bookings charges will remain at 50% until then.</p> <p>It is also proposed to continue with Hall Improvement work, at a net cost of £5,153</p> <p>Decisions are: -</p> <ul style="list-style-type: none"> <li>• To accept the accounts and ask Lorna Nichol to audit them To approve the draft budget. – approved (subject to Lis giving the accounts the once over).</li> <li>• How we deal with the outstanding debts from Little Kickers (£259,) and Ballet (£325.50) – Do we need to have a policy on payments. We should write to both of the clients and explain that they need to settle their accounts and they need to give us a payment plan.</li> <li>• How we handle credits for classes cancelled due to Covid 19. Ask bookers if they would like an alternative date for any functions booked during the closure of the hall.</li> <li>• Approval to move £5,000 from Nationwide to HTB 30day notice account. - Approved</li> </ul> <p>Noel will send out separately, Budget documents, end of year figures, a copy of email from Little Kickers plus their outstanding invoice and an outstanding invoice for Ballet</p> <p>Guttering – is there a need to have it done we have already had a quote which Lis may still have. Lis to get a quote for the guttering, double glazing, fascias etc. Decision to hold off until we are back running as normal.</p>	<p>Lis and Noel</p> <p>Noel</p> <p>Noel</p>
<p><b>Hall Maintenance:</b></p> <p>The Hall is closed and only available to enter for checking and maintenance. All heating has been turned off since just after the last user session in March.</p> <p>Our plumber was given access to the hall to rectify the issues with the radiators and to replace taps. All four radiators now have replacement valves and a section of the piping in the back, right corner has been replaced as it was clearly damaged (squashed in) by some activity at some time. Hopefully all this will work will have remedied the heating issues but we won't fully know until events start again.</p>	

<p>The section of replaced piping needs painting appropriately Carole has emailed the request to Micky Pearce.</p> <p>The taps throughout both main toilets have all been replaced with the push down type – so eliminating the problem that taps will be left turned on.</p>	
<p><b>Website/Social Media:</b></p> <p>We've clearly posted everywhere online that the Hall is closed until further notice. The bookings email remains open for enquiries or questions.</p> <p>Chris has kept a flow of items going on our Facebook page, including posts of several from-your-front-door walks he mapped out of up to an hour. This is for Langford residents who're allowed to take exercise during the lock down. Also, some uplifting images of trees/blossom around Langford during the spring have been posted and have gone down well.</p> <p>Our page has also shared information from all the local businesses in Nightingale Place and news from other sources, such as Alchester Medical Group, and the Community Safety Officer, who reported on issues at Jubilee Lake.</p> <p>The aim is to maintain a flow of material during the emergency so more content contributions/ideas would be welcomed.</p> <p>People have continued to 'like' or 'follow' building up the number of people we reach in this way. Next target is to add another 20 and to break through 600 followers.</p>	
<p><b>Insurance policy:</b></p> <p>We have notified CDC who organise our insurance policy, who in turn have notified our insurers that the hall is not in use. CDC say they have organised a daily security walk round of all the premises.</p> <p>I have requested a copy of the policy documents (not received as of yet).</p> <p>Jane is also popping into the hall weekly to keep an eye on things.</p>	
<p><b>Victoria Walton &amp; Fltr –helping isolated people on Langford/Graven Hill:</b></p>	

<p>Victoria was to give me an update post Easter however nothing heard at the time of writing, I have emailed again. What should LVCA be doing to help the community, should we give a donation?</p> <p>If there is a request for a donation Carole will contact the committee by email for approval.</p>	Carole
<p><b>Sensory Garden:</b></p> <p>Gardening – the new sensory garden is continuing to be installed, pictures sent to committee members, Dennis &amp; Rita are working on it as and when they can and also when they can get hold of the items they need. They won't be able to finish the garden until they can get hold of the slabs etc.</p>	
<p><b>Other Work at the Hall:</b></p> <ul style="list-style-type: none"> <li>Decorating of the entrance lobby of the hall –Micky Pearse is completing the work Tuesday 21<sup>st</sup> and Wednesday 22<sup>nd</sup></li> <li>Whereabouts of water meter -this remains a mystery, have asked Bob Rudge who was involved with hall for 11years, and Andy Ng and got coordinates from Castle Water. Now requesting Castle Water to come and show us where Meter is situated, as we can't take readings at the moment</li> <li>Outstanding jobs – hand dryers, replacement blinds</li> </ul>	
<p><b>Policy for when we can open the hall again:</b></p> <p>Committee to think about what we would do for returning customers once we go back to business.</p>	

Next meeting will be on Monday 18<sup>th</sup> May at 8pm via Zoom