



## Langford Village Community Association

Minutes of the Meeting held on Monday 20<sup>th</sup> July 2020.

8pm – Virtual Meeting

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

<b>Agenda Item and Actions</b>	<b>Owner</b>
<p><b>Approval of Minutes:</b> June 15<sup>th</sup> Minutes were accepted as a true record.</p> <p><b>Matters arising:</b> Feedback from Dan Sames - No funding for footbridge over railway line. Elaine to check if the article found was an old one or not. If not needs to be queried again</p> <p>Surgery update – see if Chris does know if there is an update for the next meeting.</p>	Elaine  Chris
<p><b>Treasurer's Update including Hall Master trial</b></p> <ul style="list-style-type: none"><li>• Anticipated non/late returns of regular users and a more gradual build-up of casual bookings have been reflected in the June Finance Report. As a consequence, this now shows a full year forecast £(2.8)k adverse to budget on Normal Operating, but still offset by £9.1k favourable on Hall Improvements.</li><li>• Incremental Covid-19 related costs (additional cleaning each week, more cleaning materials, hand sanitiser, soap and paper towels/ paper rolls, cleaning cloths) have yet to be calculated, so are not covered in these figures.</li><li>• Hallmaster trial going well, and Jayne now involved in booking process. All known returning regular users now have accounts created and seem happy to use Hallmaster for future bookings. We have even had 1 new casual booking via Hallmaster, with no assistance or intervention from Jayne or Noel</li><li>• Terms and Conditions of Hire for the hall have been revised again to reflect the new booking process and will soon be available to view online for your comments.</li></ul>	

<ul style="list-style-type: none"> <li>Public Liability and Contents insurance for the Hall have been renewed at a saving of £360, following discussions with CDC (who are going to insure the shed) and A Plan. This is not reflected in the June finances.</li> </ul>	
<p><b>Hall Maintenance:</b></p> <p>The boiler was replaced as planned (and shortly after the flooding that occurred on 24 June). All appears well but full testing of how it works with the thermostat will now have to wait until after the Hall remedial work is completed.</p> <p>As noted above, all the short flexible connector pipes between taps and the fixed water piping in the toilets have been replaced by our plumber following the flooding. The source of the leak that caused the flooding can be clearly identified to have been as a result of one of the original flexible connector pipes bursting.</p> <p>A key-safe feature has been installed on the front wall, which will be a welcome addition to our facilities even after the restoration work, as it will allow contractors to pick up or put back a door key on times when a Committee member is not always available immediately for door duties.</p> <p>A quote has been received for replacement of back guttering which Committee decided requires a second quote. The seals of the back guttering are still leaking but it's still not essential to repair immediately.</p> <p>The shed roof has a small leak which could be made good fairly cheaply by the right tradesman. Micky may be able to do this? Buckets have been placed inside to collect any rainwater for the time being.</p> <p>The clock has been serviced again, under the contract with Bicester Town Council. This work requires a specialist clock maintenance person to climb into the loft area of the Hall and for the clocks hands to be physically turned to the correct time. The clock is powered by mains supply from the box within the alarm cupboard and there is battery back-up. Modern clock systems are automatic adjustment (via radio control) and it may be time for the Committee to consider this. The servicing firm says the mechanism can be changed to a modern one and promised to advise on costs (nothing seen yet). Under the current set up the clock will be showing BST at all times of the year. The servicing firm also carries out clock tower cleaning – our clock tower is really grubby now.</p> <p>Chris is checking whether the security alarm code in the Hall can be easily reset or whether it needs a visit by our alarm provider to do this. There will be no change until restoration is complete.</p> <p><b>Flood damage and works</b></p> <p>More extensive than first thought. The hall needs specialist drying and will take 2 - 3 weeks.</p>	<p>Lis</p> <p>Chris</p>

<p>Things being replaced: - all flooring throughout, (hopefully not kitchen, however they are looking at the damp levels in there), all doors, skirting boards in the entrance lobby and a full redecoration. It was agreed to change to a pale grey, like Kingsmere. There is a delay as CDC don't have an asbestos report for the hall, so it's having to be done now before any more work can happen. All user groups with items at floor level in storage cupboards have been to hall to inspect their items</p> <p><b>Radiator quote</b></p> <p>We have had all the pipes replaced in all the toilets following the flood and Alun inspected the radiators there are several going very rusty and could be another source of leaking, hence we asked for a quote to replace. Radiator quote to replace all 11 radiators- £2236.80. The chairperson is going to try and get a grant from Cherwell stressing the green credential.</p> <p><b>Security box for outside tap</b></p> <p>A metal security box has been purchased from amazon for £69.00 to make it harder to vandalise, now delivered, yet to be fitted.</p> <p>Guttering: quote has come in at £895 approx and we should have another quote to compare for the next meeting.</p>	<p>Carole</p> <p>Chairperson</p>
<p><b>Communications including website/ twitter/ Facebook:</b></p> <p>The LVCA website is at last fully under the sole administration of the LVCA. Chris has carried out a full migration of the site onto a new server and we now have a new, shorter and simpler, domain. It's lvca.org.uk</p> <p>The previous langfordlife.org.uk domain is still ours and most visits to the old address are redirected onto the new one and shouldn't notice any difference. Langford Life remains our facebook and twitter handle.</p> <p>The migration gives us a much more secure site that's fully adjustable by us without the need of any third-party involvement. Jon Spinage, who set up the site originally and has provided the hosting server for a small fee over the years, has been thanked and is also pleased the migration has been completed.</p> <p>There will be an annual ongoing cost for the new hosting, expected to be in the region of £50, which will be paid and reclaimed by Chris. All agreed.</p> <p>The site content and structure has been worked on to fully integrate Hallmaster bookings. This includes a new full booking guide, ideal for first time hirers, written by Noel. Bookings are successfully being made.</p> <p>The website, facebook, twitter and Google business page all have information showing to indicate that the Hall will not reopen until September because of the water damage.</p> <p>Email accounts – Chris to update at the next meeting and explain.</p>	<p>Chris</p> <p>Chris</p>

<b>Risk Assessment Review and required amendments:</b> Elaine sent round documents to all committee members. Review has been completed and the documents will be updated to reflect. Elaine to action	Elaine
<b>COVID -19 Secure Risk Assessment, and actions taken/ required:</b> Risk Assessment considering government guidance, equipment and posters to be purchased. Have ordered 2 x Free standing automatic hand sanitisers, have obtained a grant for these from Cllr Priority Funds. Not yet ordered posters, signs etc. Have spoken to Jayne and will be having a meeting to discuss cleaning requirements going forward and to draw up a clear list of what gets done in each clean and what a weekly deep clean means. Not yet happened because of work on flood. May need to extend timings for each booking as cleaning will be necessary.	
<b>Help returning regular groups:</b> Most groups are returning, chasing 2 outstanding and wondering if the silence means they are not returning. Not everyone expects to restart in September some may not be until January 2021. This will have a marked impact on our income for the rest of the financial year. We have been asked by Scouts, Line Dancing if any evenings become free they are interested and we have sent our daytime availability to NHS who are looking for premises in Bicester for various groups.	
<b>Wifi Quotes:</b> Howard sent the group a document with all the costs from suppliers for wifi – happy to go with Vodafone. Decision to also look at Hive application for the hall lighting and heating. - Howard to action	Howard
AOB: No AOB	

Next Meeting: 17<sup>th</sup> August