

Langford Village Community Association

Minutes of the Meeting held on Monday 17^{th} August 2020.

8pm – Virtual Meeting

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

Agenda Item and Actions	Owner	
Approval of Minutes: approved		
Matters arising:		
Update on Doctors Surgery:		
No further updates still awaiting confirmation.		
Cycle Lanes London Road – Elaine to send Carole the article on the spending of £2.8M on the government website Carole to action	Elaine Carole	
Guttering to be discussed at the next meeting as Lis was unable to attend meeting.		
Alarm to be reset before we open for business, Chris to action	Chris	
Email address box – review when things settle down and the hall re-opens.		
Laminating notices for hall – Chris to action	Chris	
Treasurer's Update(including Hall Master):		

The Full-Year Forecast now shows an overall deficit of £(4.9)k, which is still £0.3k favourable to budget, but represents a deterioration of £(6.1)k, compared to June's forecast. The main adverse factors are:- Casual Booking Income £(1.2)k; Incremental Covid cleaning costs £(3.1)k and inclusion of replacement radiators £(2.2)k. All returning regular users are now booked onto the Hallmaster calendar with effect from Sept 14th until August 2021 in order to safeguard their slots. Decision to delay invoicing due to uncertainty over our opening date. Rugby Tots will not be returning, but we have a promising enquiry from Trainmaster, which could lead to a regular monthly booking. The Hallmaster trial period expires at the end of August and therefore we need authorisation to sign-up to an annual contract, at a cost of £255 pa. - Approved Hall policy on sports activities which could cause damage to the hall. Decision to bring applications to the committee meeting for approval – All agreed. Hall Maintenance: Flooding/ reinstatement of the hall The hall has now been certified as dry, Wednesday12th August, and the insurers have agreed that we can use our local suppliers. i.e. Manor Flooring and Mike Pearse. Decoration to be completed (Grey agreed as the colour). Balfor informed the Chairperson that the floor needs a new damp proof membrane, we are hoping this is something Manor Flooring will undertake. Dan from Manor Flooring came out yesterday to see and provided a quote which has gone to the insurers. **New Garden** The new garden is now complete except for the purchase of a bug hotel. **Risk Assessment Review:** All risk assessment have gone out to regular bookers. COVID -19 Secure reopening of the hall: We reviewed the amended Risk Assessment which reflects the feedback received and have now included a section on face masks, which has come into force this week. This has been sent out to all regular user groups. The sanitisers have arrived. Posters will be ordered soon so we have them ready for Carole reopening. Of those returning in September there is only two bookings who run back

to back so a gap will have to be introduced. Carole will discuss this with the two groups concerned.	
We have given all groups 15mins before & after their booking to undertake their COVID cleaning and are negotiating with a couple of groups who have back to back bookings which are no longer permitted.	Carole
Carole is writing up a schedule of work for daily clean and deep clean.	
We will be chaining up one pile of chairs and only leaving 25 chairs available (the maximum number of people allowed in the hall.)	
Holding of groups slots	
We have told groups we will hold their slots for them, the Chairpersons own view is we hold them until Christmas and if they then wish to guarantee their original slot then they must begin to pay from January depending if the circumstances remain the same or change again. We have had approaches from other organisations looking for slots as not all halls are reopening, - All Agreed	
Casual bookings at weekends	
Parties can now go ahead according to the rules, however only for 12 children plus supervising adults. They wouldn't be able to use the kitchen. We have several bookings in the calendar. The committee need to decide whether to allow them or not Decision not to take casual booking until Jan 2021 unless circumstances change – display decision on website and Hallmaster - Chris and Noel to action	Chris, Noel
Wi-Fi Installation: Go ahead with the Wi-Fi installation with Vodafone. Howard to check with Vodafone on the signal strength. Hive for heating only not lights or cameras, extras to be discussed in the future. We will hold installation until the hall is up and running and the boiler and radiators are fitted. Approved.	Howard
AGM: We are due to have our annual AGM in September/ October it will not be able to be held in the hall as previous years as we are restricted to 30 people maximum. Wearing of masks would be compulsory. There are two options:	
 A) Hold a zoom AGM and need to ensure we have 25 attendees to make it quorate with no speakers. B) We vote to continue as we are for 12 months and delay an AGM until September 2021, elections have been delayed for 12 months we need to approve and publish. 	
Decision – to delay for 12 months	
We need the accounts independently and need someone to undertake this, we could advertise through Business Breakfast and Facebook.	

Postponement of the AGM for a year announce on Facebook and the website Chairperson's report – to be put on the website Treasurer to put annual accounts on website • Chris to action above	Chris
AOB: Bus Shelter:	
We have had 2 grant applications turned down. Basically, back to square one, very disappointed at the lack of support and what appears obstructions (not providing evidence and figures to back up the arguments regarding maintenance costs) to installing a bus shelter on Langford. The Chairperson has sent a complaint letter to Dan Sames and Zoe McLernon.	

Next Meeting: 21st September