



Langford Village Community Association

Minutes of the Meeting held on Monday 13 September

8pm - Virtual Meeting

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

Agenda Item and Actions	Owner
<p>Approval of Minutes August 2021: Approved with minor amendments</p> <p>Matters arising:</p> <ul style="list-style-type: none">• Treasurer and Bookings Secretary have implemented the change that the booking is only confirmed on payment of the hiring fee• T&C's to be revised to state no weddings allowed• Posters delivered for AGM and are going up 14/9• Accounts have been independently verified and signed and returned• Bus timetable on LVCA website/ FB/ Kirsty's FB and copies left in Fltr, hairdressers• Safeguarding policy now on website and noticeboard	Treasurer Chair
<p>Treasurer's Update:</p> <ul style="list-style-type: none">• Overall, we are now projecting a deficit of £(10.0)k, which is £7.0k better than budget, and £1.8k better than the prior forecast.• The main reasons for the month on month improvement are:<ul style="list-style-type: none">a) Revised quote for guttering £1.1k;b) Savings in maintenance, cleaning and utilities £0.4k ;c) Receipt of £0.3k grant from CDC.• Income from Regular bookings is around £500 down, due to reductions in hours by Peekaboos and Slimming World. However, this is offset by a similar improvement in Casual bookings.• Change to casual booking process now working well, with bookings only confirmed once the booking fee has been paid within 7 days of invoice being sent.	

Bookings: <ul style="list-style-type: none"> • Payment in advance working well • Casual Bookings not completing phone number properly. Hallmaster allows fallacious characters – Treasurer to follow up with Hallmaster • Harry meeting Casual Hirers at end of booking to do check and collect keys • Casual users to be invited to leave Google Review 	Treasurer Treasurer
Hall Maintenance and Improvements: <ul style="list-style-type: none"> • Fencing now completed and looking good • All uneven paving slabs along the pavement have been relaid and are level • The benches have been sanded off and repainted and look good • Planters need replacing for next spring – contact Bicester Green • Replacement windows almost complete and look good. Making good w/c 20/9 . Main Doors 25/9, other doors to be fitted in when hall available • Decision made to accept Mike Pearce quote for guttering – ensure more supports added to back guttering. Colour tbc once windows completed. • Decision made to accept quotation for new controller and cleaning of clock/tower by Time Assured Limited • Need to instigate an 'Approved Supplier List' – Sandra to draft and circulate 	Elaine Chair Chris Sandra
Communication and Marketing: <ul style="list-style-type: none"> • New bus timetable has been distributed by the Chairman to Fltr and the Village Salon in leaflet form. It is also on facebook and available to print off as pdf from our website. • Our Google business page was viewed over 4,000 times in the past month – a new high. • Notification of the AGM, with all links for booking a free ticket to attend, are all online on all our channels. • An email newsletter has been sent to all who attended the last AGM and left an email address on record. The email has also gone to all supporters who've signed up for LVCA e-newsletters. • Further promotion of the event will continue online, including a paid for facebook advertisement to guarantee everyone on the platform who lives within the Langford geographical area has notification of it happening. • 	
AGM - 2021: <ul style="list-style-type: none"> • Committee to be online by 7.10pm • Running order agreed – Carole to Chair meeting • Committee election will be by show of hands - virtually • Content for slides to be included in the presentation should be with Chris by 30th September at the latest please • Chairs report agreed • Chris to host the Zoom meeting • Chair to invite Regular Users 	Chair

