



Langford Village Community Association

Minutes of the Meeting held on Monday 17th January 2022

8pm - Virtual Meeting

Attendees	Carole Hetherington (Chair), Noel Hetherington (Treasurer), Elaine Whittaker, Chris A'Court, Sandra Davies, Lis Penhearow, Christine Fisher (Secretary)
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Agenda Item and Actions	Owner
Approval of Minutes November 2021: Approved as a true record.	
Matters arising: No matters arising from the minutes.	
AGM Minutes - Final Agreement: Agreed AGM minutes have been accepted by the community - no objections received.	
Treasurer's Update: We are now forecasting a £(9.7)k overall deficit for the year, which is £7.3k better than budget and £(1.2)k worse than the prior forecast. Normal Operating income is unchanged, and expenditure is £0.2k better than prior forecast. Hall Improvement income is unchanged, but expenditure is forecast at £(1.4)k higher than prior forecast. This is to account for the recently agreed unbudgeted improvements. (Noted in hall improvements) There are several casual bookings for the next financial year, and the treasurer would like to propose an increase in casual fees from £15 to £18/hr, to be effective for all new bookings from 1 st April onwards. There was also a proposal to consider regular booking charges to increase by £1/hr on each rate. The reason for the proposed increase is due to a rise in heating bills and costs for extra cleaning.	Chris, Noel, Sandra

<p>The committee agreed from the 1st April all casual bookings would be £18 per hour and regular bookings to be increased by £1 per hour. The new rates will come live once all the systems have been updated. - All agreed.</p>	Chris, Sandra
<p>Banking Review – Proposed Investing Strategy for 2022: The Treasurer discussed the proposals for our investments and banking in 2022. The committee agreed to the proposal.</p>	Treasurer
<p>Booking System Update: The Treasurer and Booking Clerk to discuss invoicing and booking admin for weekends and present proposal at the next meeting.</p>	Treasurer Sandra
<p>Agreed to trial posting on Facebook vacancies in the hall calendar for the following month, as bookings are brisk. Suggestion to do this at the beginning of each month – Sandra to send details to Chris.</p>	Chris Sandra
<p>Update required to our terms and conditions re the rule on no ball games? - agreed to change T & Cs.</p>	Chair
<p>Hall Maintenance: Issues were discovered with the radiators not heating or being only lukewarm. Chris visited the Hall to investigate and arranged for our plumber to attend. The plumber has rebalanced the heating system and it is running much better. However, during a cold snap it is taking several hours for the Hall to even approach the target setting and we are having to watch this carefully and set heating appropriately. The issues may well have quite an impact on the already expected higher bills. No classes or parties have been cancelled and there has been no complaint from any other users since the issue was first identified and we began to manage it. Careful watching on Hive is part of the management.</p>	
<p>Communication and Marketing: Once again, we used all our comms channels to send Season's Greeting to residents via a graphic design, which was well received. At the start of New Year, messaging was designed and published to promote hiring of the Hall in 2022 - this appears to be paying dividends and attracting some bookings as hoped. Our 5-star ratings and reviews have continued to come in to Google and our overall rating is now 4.6/5. This really helps potential bookers who may not know the Hall, reviews included praise for the simple booking process and friendliness of the committee. A new album of information on the Hall has been set up on the Langford non-LVCA Facebook page, which is very helpful to our activities. Our entries in the Cherwell directory of community halls and in the Community First directory have been updated.</p>	

<p>Hall Improvements: The doors are now completed, and new letterbox installed.</p> <p>Quotes for the following items were agreed via email by the committee:</p> <ul style="list-style-type: none"> • Dado Rail in main hall • Painting the external meter cupboards • Grey same as soffits/ windows • Replace the gravel boards along the back fence. • Agreed guttering black / fascia grey to match the windows/ doors. <p>Total cost was agreed and signed off</p> <p>New posters on display reminding people they must wear masks in the hall. ACRE have sent out more information about halls, and we are totally compliant. There is a requirement to have a CO2 monitor to check on ventilation. Machine purchased, needs to be installed</p> <p>Signage for the Hall: Wall mounted sign - All agreed. Door signage on the glass to only have the logo - All agreed</p> <p>Shed repair quote: All agreed</p>	<p>Chairperson</p>
<p>Caretaker Role: Due to the number of visits to the hall by the chairperson and treasurer recently, a request has been submitted to reconsider a caretaker role. Chris, Noel and Carole to meet to discuss a job description and hours required and proposal to be submitted at the next meeting.</p>	<p>Chairperson Treasurer Chris</p>
<p>Community Issues: All below are under review by the committee and updates will be published in the minutes:</p> <ul style="list-style-type: none"> • Emergency Flooding plans for Langford, BTC have agreed to produce an emergency plan for Bicester, and we will be part of that process • Lake paths - BTC/ CDC council responsible, waiting to hear more from them • Gavray Drive development/improvements to junction Peregrine way/Wretchwick way: • Doctor's surgery move - London road underpass - Chris updated re latest decision to go ahead with the site at Gravenhill • London Road Crossing • Langford sign area • Outdoor gym • London Road pavement, Councillor Wayne has had an officer inspect the area and it's agreed to be put on the list for consideration next year • No cycling signs near railway line - footpath 5 • Bus Shelter 	

Next Meeting: 21st February 2022