



Langford Village Community Association

Minutes of the Meeting held on Monday 17 November 2025

8pm – Virtual Meeting

Attendees	Carole Hetherington (chairing), Noel Hetherington, Elaine Whittaker, Dan Price, Sandra Davies, Jim Finlay, Jane Ayris
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Agenda Item and Actions	Owner
Apologies: none	
Approval of Minutes 20 October 2025: Approved – Chair to sign	Chair
Matters Arising: <ul style="list-style-type: none">• Elaine kindly produced a brief video published on social media about the secretary role, sadly no response.• We also need to start the search for a new treasurer in the new year	Committee
Treasurer's Update: <ul style="list-style-type: none">• Committee unanimously approved recommendation from Treasurer to pay Lis Penhearow the agreed fee for her independent review of the 2024-25 accounts (as previous 2 years).• Two new regular bookings confirmed	
Hall News: <ul style="list-style-type: none">• All Risk Assessments are now updated along with the safe guarding policy• Work is still continuing on the COSHH policy<ul style="list-style-type: none">○ Thank you to Jim for all his hard work on this○ We will need to rationalise consumables purchases• Simon has confirmed the back lights on the hall are working,• QR codes to adjust heating for an hour at a time will be sent to regular users and included on laminated info sheet given to casual hirers.<ul style="list-style-type: none">○ We have had another issue with the Heat Save system, which involved algorithms!!• Loft Insulation, has still not been completed - Chair has contacted Mike Pearse several times with no response to date	Jim/Carole Carole/Sandra Chair

<ul style="list-style-type: none"> • We have a confirmed date for the visit by CDC, Tuesday 25th November 1.45pm to 4.30pm . We have 4 CDC officers visiting - Simon, Jim and myself are meeting with them. We feel confident we have things in place, following our recent preparation meeting. At the time of writing, we have received updated risk assessments from 50% of the regular user groups <ul style="list-style-type: none"> ○ Jim requested Carole to print colour copies of General Evacuation Plan and Fire Plan for him • The tea urn has been replaced as the lid on the other one broke again. The new one is a different design, so should be more sturdy. • There is an offer of additional funding from CDC – Committee discussed potential projects and recommended applying for the funding to fit a retractable ceiling mount for the projector to avoid the potential of damage. • Jane advised one of the restraining straps securing chairs on the trolleys has broken. Carole will find a new one. • The left hand door at front entrance had not been properly secured by a Hall user, meaning that someone else was then able to open the front door setting of the alarm. Carole will ask Simon to check the bolt is working properly and remind all regular users to check doors are properly closed/locked as they leave. • Window blinds were left up by a new user – they will be reminded to close them • The PAT test machine we usually hire from ACRE is not available – therefore committee agreed we should purchase our own 	<p>Chair/Jim/ Simon</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair/Simon</p> <p>Treasurer</p>
<p>Communication and Marketing:</p> <ul style="list-style-type: none"> • AGM Minutes published and notification by email sent to all subscribers. Deadline for any comments and requests is 30th November. • Appeal for applications to become our new Secretary made in a facebook reel (video) made by Elaine. • Support activity to encourage emails re London Road to be sent to the Treasury. Special email sent to all LVCA supporters, social media activity etc. Data suggests good response has been secured. 	
<p>Local Community:</p> <ul style="list-style-type: none"> • No response from Martin Reeves Chief Exec OCC regarding a visit to meet up with us re 20mph scheme • London Road : this has become very active again during the last 3 weeks, firstly gathering business' signatures on a letter to the Treasury, also Market traders - this has gone down well with the Treasury and many thanks to Steve McBain who again worked hard on getting the number of signatures (100+). Jim and Steve have then been out putting up posters and leaflets around Langford and town asking individuals to write a letter to the Treasury. Chair has also been busy on social media encouraging people to write in and has been advised that Calum's office has confirmed over 500 -600 letters have been sent. • Street lights switch off, no further news • Rodney House roundabout no further news 	

<ul style="list-style-type: none"> • Dan and Carole met Mick Lee Services Manager BTC and had a walk around Langford Park and Mallards Way, pointing out the various issues. <ul style="list-style-type: none"> ○ There is a scheme for people to purchase a bench in memory of a loved one, which we are waiting for details of to publish around Langford, as this would allow us to replace some of the dilapidated ones. 	
AGM: <ul style="list-style-type: none"> • Minutes approved by committee – subject to any feedback from our subscribers which is due by 30 November. Chris has the current version ready for publication 	
AOB: <ul style="list-style-type: none"> • Recruitment of new Secretary and Treasurer – <ul style="list-style-type: none"> ○ Chair will arrange for posters at the Hall ○ Also a simple paper newsletter which can include updates on activities in the local community • Sandra volunteered to take Minutes at January meeting. Chair will collate notes and agenda • Chair will arrange Zoom licence (or similar) for LVCA business 	Chair

Meeting Dates 2026:

19 Jan	16 Feb	16 Mar	20 Apr	18 May	15 Jun
20 Jul	17 Aug	21 Sept	19 Oct	16 Nov	