

LANGDON SQUARE COMMUNITY CENTRE
Minutes of the Meeting of the User Group Committee (formerly Management Committee)
16th January 2014

1. **Present**, Cllr Jan Brunton, Cllr Geoff Cole, David Elliott, Christine Eaton, Audrey Sharp, Margaret Black, Mary Joyce, Mike Morris, Colin Swain, Pat Swain
2. **Apologies**, Joan Davies, Maxine Daggett, Christine Kane
3. **Approval of Minutes**
The minutes of the 19th September 2013 were accepted as a true record. The minutes were approved to be published on the website and displayed on the notice board.
4. **Declaration of Interest**
Audrey Sharp as a relative of the internet web site producer.
Cllr Jan Brunton as an elected member of Middlesbrough Council.
Cllr Geoff Cole as an elected member of Middlesbrough Council
5. **Matters Arising**
 - a. **Management Committee**
Dave explained that it was not necessary for the Trustees to have a Management Committee to ratify decisions but that it was felt that users input into the running of the centre was important. Members unanimously agreed to rename the committee as the "User Representative Group".
 - b. **Computer for public use:**
Members discussed this and it was decided that whilst it would be a good asset to have, users would need to be computer literate as there would be no-one at the centre to help them. Security could also be a problem as it would have to be put in the public rooms for use.
It was decided to forget this idea but let people know that we have WiFi access at the centre.
 - c. **Defibrillator**
Take Heart had accepted the decision by the committee and no further communication had been received.
 - d. **Lighting**
The lighting round the building had been inspected and was deemed to more than adequate.
 - e. **Boiler**
The new heating boilers had been installed in December and were working well. It was reported that the thermostats in the hall were turned up by users and not turned back down before they left. As there were times when there were no caretakers present it was decided that reminder notices be posted to ask people to remember to turn them back down. The invoice for this has not yet been received Jan has reminded them of this.
 - f. **Kitchen**
We have received the cheque very kindly presented by Middlesbrough Rotary Club. We have written to thank them and offered to give any assistance we could with their ventures.
6. **Fund Raising**
It had been suggested at the trustees meeting that the centre should run a table top event in early April. Audrey reported that the groups she had spoken to thought that it was too soon after the previous one. Everyone agreed that an event near to Christmas was likely to be more successful. It was suggested that TMTC be approached to run a joint fund raiser, also perhaps a pie & pea supper and a quiz. A tombola or a raffle could be run at these events.
Dave asked Audrey and Mary to look at these suggestions and speak to TMTC.

User Group Committee Meeting
16th January 2014
(2)

7. Bookings

The bookings at the centre are steady. Tweeny Tots have closed on Friday mornings but another group are planning to start on Thursdays

8. Caretakers

Dave reported that as everyone saw the caretakers coped very well with all the disruption caused by the kitchen refurbishment and the boiler renewal.

Dave to make it clear to caretakers at their meeting that he is the first point of contact with trustees and not via a colleague. The next meeting is due 31st January.

Working at a height course - Mouchel are running a course which the caretakers need to go on. Mouchel need a purchase order from us. The course costs £39 per person and is to be held 7th March 2014.

Chris to send the appropriate paperwork to Mouchel to book the course.

9. Finance

The trustees had sent a letter to David Buckton to thank him for his work and for stepping into the breach when our last treasurer left. We invited him to join us in our Management (now User Group) Meetings committee.

Dave reported that as we need our accounts in a particular format for Companies House we no longer could rely on the way the treasurers had reported in the past. The trustees had therefore decided that we should employ a treasurer/accountant Susanna Sergeant to put these in place. When the records have been put in order then it was felt that Susanna could work on them one day per month.

Dave thanked Margaret and Susanna for their work towards this end.

Margaret had left messages with Unity Trust bank to enquire about changing our account but no return call had been forthcoming. The alternatives were to look at Santander or to stay with Yorkshire Bank. Members decided to stay with Yorkshire bank at this time.

Dave and Chris to make an appointment with a Yorkshire Bank representative to discuss banking and to set up on-line banking.

Although the bank balance seems quite healthy, if there was a large bill for e.g. the roof needed extensive repairs or there was a long period of snow or ice and the car park needed gritting frequently, then it could be greatly reduced. The trustees had decided to raise the centre rates and a new rate list had been produced to take effect from 30th March.

Margaret asked for authority to buy a new K' Archer window cleaning machine for the caretakers. Authority was given unanimously.

The caretakers meet with Dave and Jan quarterly and as this was at a time when they are not scheduled to be at work it was suggested that they should be paid. Members unanimously agreed with payment for this.

Statutory Services - we used the contractors that were in place before we took over from the council. The renewal costs will be sent and we can then decide to stay with them or not.

Insurance Renewal this will be decided when the renewal notice comes in.

User Group Committee Meeting
16th January 2014
(3)

13. Web Site:

Michael reported that the web site was now up and running and he had received the domain. The license for this domain was one payment of £42.00 and an annual payment of £30.00.

He had made it easy for groups or individuals to contact him with any information for their pages.

Michael was asked to look at the computer in the office and make it more straight forward for users especially as regards receiving emails.

14. Reports to Companies House and Charities Commission

These reports had been sent off and hopefully next years will be ready in good time.

15. Comments from Groups

Colin told members that the floor in the hall was excellent for dancing and that his group was pleased with the centre.

16. Any Other Business

There being no other business the meeting closed.

Date of next meeting

Thursday 20th March 2014 at 6.00 p.m.