

**LANGDON SQUARE COMMUNITY CENTRE**  
**Minutes of the Meeting of the User Group Panel**  
**20<sup>th</sup> March 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, Steve Walker, Joan Davies
2. **Apologies** None
3. **Approval of Minutes**  
The minutes of the 16<sup>th</sup> January 2014 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**  
**Boiler**  
The invoice for this has still not yet been received the trustees have decided not to request it again but have the funds ready for payment when it comes in.  
**Jan to ask for the warranty documents.**
6. **Finance Report**  
Margaret reported that our finances at this time were in a healthy position. The accounts were up-to date and she had spent some time with Susannah helping to put the accounts ready for the year end reports to Companies House.  
Looking through the accounts it appeared that some invoices were in arrears as no record of payment could be found. These had been queried with the appropriate groups and it was hoped that this could be straightened out.  
Margaret, Audrey and Chris had gone to Virgin Money and deposited £70k which would gain better interest than at the Yorkshire Bank. Yorkshire Bank had told us that we should have been paying charges on our current account. The bank charged for every transaction paying in money, cheques (both paying in and paying out) BACS payments. We had hoped to use internet banking to pay the wages but found that also expensive for the amount we would use it.  
Virgin money was piloting a current account scheme and it was hoped that we would be able to join this when it was launched here.  
Margaret was thanked for her hard work she had spent a lot of hours counting money, chasing up payments and invoicing groups' plus paying in cash to the bank. This work had considerably reduced the hours Susannah had needed to spend and therefore saved money.  
It was becoming a problem when groups had booked an amount of time for rooms and then complained that they were charged for those hours they hadn't used. Groups to be reminded about the cancellation clauses in the User Agreement. Also that we must make a reasonable profit to keep the centre in the best possible condition
7. **Property Matters**  
Steve reported that some of the lights in the hall ceiling were out and the glitter ball didn't spin. Chris said that in the past we had waited for a lot of the lights to go as scaffolding was needed to replace them and this was considerably expensive as well as disrupting the use of the hall. He also asked if the lights went off automatically after the centre was locked and the alarm set. He was assured that this was the case.  
**Dave said that we would look into the hall lighting.**  
Margaret reported that the garden between the back lounge door and the GP room window was unsightly the shrubs had been mostly replaced with thistles and other weeds. She asked if we could tidy it perhaps by pulling out the 'plants' and replacing with gravel.  
Dave said his brother-in-law and friend had a small gardening business and he was asked to contact them to see if they could recommend a solution.

One of the hinges on a cupboard in the kitchen had come out of its socket and had caused a problem. Les had been and refitted and is to return to check all the other hinges on Sat 22<sup>nd</sup>.

The entrance to the building was dark and when keyholders accessed the building it was difficult to see. It was suggested that we installed a movement sensitive light to aid opening and closing. There is a light already outside this could possibly be converted.

**Dave to contact Cleveland Security for a quotation.**

**8. Caretakers**

Chris Crutchley our evening caretaker has resigned and so there will be no evening cover. It was decided at the trustees meeting that we would offer the other 3 caretakers the following options:-

**a)** Ask if they would do overtime as and when required.

Most evenings are covered by groups with keyholders and there would probably only be the odd occasion when a party was booked or a quarterly Monday when National Trust meet.

**b)** Offer the evening hours to the other 3 caretakers.

Dave had emailed the caretakers proposing these options and asked them to respond with their comments.

Keyholders to be reminded to secure the centre when everyone was in and press the no entry button on the keypad at the door.

Ask Users to feedback their comments with regard to lack of caretaker.

Cash payers to put their payments in an envelope in the letter box.

The caretakers had recently been on a Working at Height Training Course.

They need to periodically do refresher courses e.g. first aid.

**Jan to enquire at council those courses they need to go on.**

**9. Logo**

Michael had revamped the logo for the centre which while it was very good. It was felt that as a competition had been launched for the present one that we would need to keep it rather than upset the winner.

**10. Web Site**

Michael reported that he wanted to put more up to date photos on the web site and would take his camera to the Coulby News Lunch.

He said he would try to post more information on the site and said that there hadn't been many queries and he hadn't had any feedback. He said he would look at the number of hits on the site and report back.

**11. Fund Raising**

As the Coulby News were having a pie & pea lunch the idea of us having one had been shelved. Audrey suggested that we should have a function in November and members agreed. Steve said that perhaps we should have a Cabaret Night or a Strictly Night. He was asked to arrange some ideas perhaps with Colin & Pat and bring them back to the next meeting in May. It was thought that a time in September would be good.

**12. User Groups**

Apart from the lighting no issues were brought up.

A survey will be sent out in April to all User groups asking for their opinions and suggestions. We hope to have them back by the end of April.

**13. Any Other Business**

**The Coulby News** to everyone's regret had now issued its last publication and was having a final do on Wednesday 26<sup>th</sup> March for all those who had participated in some way. The machine that was used for printing was giving up the ghost and although there had been an offer by Ken Good from Rotary to replace it the people to do the layout etc., were not forthcoming to help. It was decided that the final balance from the bank account was to be given to Langdon Square as room rent. A planter has been purchased for Joan Cook who had been involved in the publication for the last 36 years. A letter is to be sent to her on behalf of the Trustees wishing her well.

**Next Meeting Thursday 15 May 2014 at 6.00 p.m.**

