

LANGDON SQUARE COMMUNITY CENTRE
Minutes of the Meeting of the User Group Panel
15th May 2014

1. **Present:** Cllr Jan Brunton, David Elliott, Christine Eaton, Audrey Sharp, Margaret Black, Mike Morris, Colin Swain
2. **Apologies** Cllr Geoff Cole, Mary Joyce, Pat Swain, Joan Davies
3. **Approval of Minutes**
The minutes of the 20th March 2014 were accepted as a true record.
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.
5. **Matters Arising**
 - a) Boiler - Jan has asked for the warranty documents but they have still not been received.
 - b) Internal Lighting - Paul Stedward has been and corrected most of the lighting problems and is to return to complete those outstanding soon. One of the hall lights failed after he attended and he proposes that this is left until others fail when he will return with the scaffolding to correct. The glitter ball now works.
 - c) Outside Light – Paul has installed a movement sensitive light at the front door. This has improved visibility when opening and closing at night.
 - d) Gardens – Dave is to continue to mow the lawn and is waiting for the probation service to contact him re their probationers doing the borders.
6. **Secretary's Report.**
Chris reported that the sign restricting access to the boiler cupboard is now in place and the first aid place signs were in hand.
7. **Finance**
Margaret circulated the year end 2013/2014 Profit & Loss accounts. She reported that the accounts included the money paid by Middlesbrough Council as part of the 3 year Asset Transfer Contract. Ignoring this money the centre had earned through bookings and kitchen sales £10,000.00.
The money received £17,000.00 which is for the second year of the contract has also been received; £15,000 of this has been deposited in Virgin Money where the interest is better than Yorkshire Bank.
Virgin Money had been doing a current account pilot scheme in Scotland and it was hoped that they would be extending these accounts. As Virgin does not charge transaction fees it was agreed that we would transfer our banking to them. Margaret stated that many of the banks also charged transaction fees but that she would keep looking for any that didn't.
8. **Website**
Michael reported that if we wanted to make groups aware of vacant slots in the centre he would put it on the website and obviously if they were booked then we should let him know to delete them. He asked about putting the centre on Face book. Some members were not really very keen and had heard of problems, others did not know enough about how the site worked. Groups who filled in the Survey were generally not interested in advertising for members; their groups were filled to capacity.
Dave and Michael to arrange a meeting to look at gaps in the diary.
9. **Caretakers**
The caretakers had been asked if they wanted to split the evening work between them but declined. They agreed that they would work some evenings when necessary and available.
At the moment the centre is running smoothly with key holders opening and closing. The caretakers have already taken the Working at Heights course and Jan is looking into others necessary to update their skills e.g. first aid.
Sweat Shirts – Chris is looking into getting the centre logo put on some new sweat shirts.

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Take Heart has a contact but as they order 500 at a time we will probably find this expensive. Take Heart to let us have their contact. Greenhams have been approached but have not responded as yet. Audrey suggested that members of her sewing group with fancy embroidery attachments on their sewing machines might be able to help.

Audrey to approach them.

10. Fire Safety

The Fire Officer had inspected the premises and noted that there was no smoke detector alarm in the boiler cupboard. There was a vent in the cupboard from the old boiler and he queried if it had been blocked off as smoke could permeate through the building should there be a fire.

He also required a Risk Assessment to be produced for the cupboard.

Dave has contacted the council to ask for help with the Risk Assessment.

Jan to speak to her contact regarding the vent in the cupboard.

A Fire Evacuation Plan has been typed up and circulated to all groups instructing them on the procedure required. It asks that they discuss this with their members and keep a register of members attending so that it is known if anyone is still in the building.

The leader of each group has been asked to verify that they have received a copy.

11. Building Matters

There are leaks in the guttering round the building and lots of plants growing up.

Members to investigate a firm/odd job man to clear the gutters and repair the leaks.

There is a gap between the doors to the hall which needs to be remedied.

12. Users Issues

No issues have been reported.

13. Fund Raising

Reports from the Coulby News lunch event gave praise to the singer of Country & Western songs. This was an idea for a future event.

Audrey reported that Hemlington Fish & Chip shop supplied small portions for £4.00 and also served pie and peas and delivered free.

Margaret had another contact for pie & peas from Redcar which she said were excellent. She also had a contact with a group called Crash, Bang, Wallop Theatre Group from Stokesley who entertained and were excellent. They would require a donation to their funds.

Dave had the names of a few choirs.

13. Any Other Business

Take Heart had removed all their papers from the upstairs office and had left a filing cabinet which they had donated to the centre.

Members were asked about their attitude towards political parties booking the centre for electioneering. At the moment the elected local labour councillors and the local MP Tom Blenkinsop hold their ward surgeries at the centre. A discussion followed with pros and cons. It was decided to refer the decision to the Trustees next meeting.

Next Meeting Thursday 17th July 2014 at 6.00 p.m.