

LANGDON SQUARE COMMUNITY CENTRE
Minutes of the Meeting of the User Group Panel
17th July 2014

1. **Present:** David Elliott, Christine Eaton, Audrey Sharp, Margaret Black, Mike Morris, Colin Swain, Pat Swain
2. **Apologies** Cllr Geoff Cole, Cllr Jan Brunton, Joan Davies (resignation)
3. **Approval of Minutes**
The minutes of the 15th May 2014 were accepted as a true record.
4. **Declaration of Interest**
Audrey Sharp who is a relative of the internet web site producer.
5. **Matters Arising**
Lighting: Paul Stedward has now got all the lights in working order. He also has installed 2 fans in the back lounge, 2 in the GP room and there are now 2 portable fans in the hall. In addition we have asked for 2 more fans to be installed in the back lounge and 1 more in the GP room. Timer control switches operated by foot are to be attached to the fans in the hall. These switches will run for an allotted time of 1 hour, if still required they can be switched on for another hour. This will prevent them being forgotten and left on.
6. **Finance**
Margaret reported that the accounts had been checked by Liz Hamilton from Bye's Accountants and signed off. She would now send them to Companies House. A further copy would need to go to the Charities Commissioners with a Trustees report to arrive before the end of December.
Liz suggested that, as the accounts were now in good order and kept up-to-date a detailed account of income and expenditure could be reported to the Trustees quarterly.
Members thought that a report of total income & expenditure from the bank accounts and cheque book would give interim figures between quarterly reports.
Margaret to discuss this with Susannah.
7. **Secretary's Report**
Chris reported that there had been a problem with ants in the GP room and the Pest Disposal unit had been to deal with them. Since there had been a few found in the back lounge a spray had been purchased and at the time of this meeting there had been no further reports.
Upholstery had reported silver fish in the GP room cupboard. It was hoped that this would be corrected when the caretakers did their usual summer clean when the centre was less busy.
8. **Chair's Report**
Dave reported that the bookings were doing well. The FE groups, Tap & Ballet and St John's would not be resuming until September making the next 6 weeks less busy. The caretakers to be asked to do a summer clean.
While we are not required to have a Management Committee it was felt that input, in the running of the centre, from User Groups should be considered. Dave said that the Trustees were responsible for any final decisions made.
The lack of interest from User Groups is noticeable and will be revued at the AGM.
9. **Caretakers**
The next caretakers meeting with Jan & Dave is scheduled for 5th September.
10. **Political Agenda**
At the last Trustees meeting the decision was made about meetings at the centre. Ward surgeries for the community with their elected representatives will be allowed. Closed meetings for political parties will also be allowed. Meetings by individuals and organizations regardless of political or religious affiliations will be allowed. Public Meetings for electioneering by any political party will not be allowed. Members were in agreement with this decision.

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11. Website

Michael agreed to put an advert on the web site which would highlight the days, times and rooms which were available for hire.

Michael would also put local news, stories and perhaps quizzes on. He would do a poster for the notice board asking groups to contribute items for this section.

The room which had most free time available was the upstairs lounge which groups found difficult to access especially with equipment. It was decided to enquire with lift companies the viability and cost of installing some sort of lift.

Dave to contact lift companies for a quote.

12. Fire Regulations

Chris had spoken to the Fire Brigade who had suggested that the smoke alarm in the boiler cupboard was not necessary. It was thought that perhaps we should have an alarm to cover us for insurance purposes. Jan, who is on the Fire Brigade committee, is to speak with them when at headquarters regarding this issue.

If a smoke alarm is installed then it would need to be connected to the alarm system as a battery one would not necessarily be heard in the back lounge or GP room.

13. Building Matters and Gardens

Gutters are now clean and leaks sealed. Dave has cut the lawn regularly and hopes to do some weeding during the summer. The probation service young men cut part of the hedges at one side of the centre. Hopefully they will return and finish the other.

14. Fund Raising

It was decided to launch a fund raising day. Table hire to be offered to groups. November 14th being the chosen day this is subject to the centre being available. This will need to be checked in the diary.

15. Users Issues

No issues have been reported.

16. Any Other Business

Performing Rights Society - An invoice had come from the society, this was considerably more than last year. Dave had asked for a breakdown. At this time it had not been received.

Dave and Margaret to meet to try to resolve this issue.

Decoration Work – there are some tiles in the back lounge and GP room which have been stained and others which are damaged.

Les the joiner to be asked to look at this with a view to replacing them.

Hall Fire Door – there is a gap between the entrance doors to the hall.

Les to be asked to look at this also.

A.G.M. – the AGM meeting is scheduled for 25th September.

Constitution – a question was asked about the constitution and if it was necessary.

The Charities Commission required this when we applied for charity status.

Next Meeting A.G.M. Thursday 25th September 2014 at 6.00 p.m.