

LANGDON SQUARE COMMUNITY CENTRE
Minutes of the Meeting of the User Group Panel
January 15th 2015

1. **Present:**, Cllr Jan Brunton, Margaret Black, Christine Eaton, Colin Swain, Pat Swain, Gail Milburn,
2. **Apologies** Cllr Geoff Cole, David Elliott, Audrey Sharp, Mike Morris, Mary Joyce, Jean Sharrocks
3. **Declaration of Interest**
Jan Brunton elected member of Middlesbrough council
4. Minutes of the meeting held November 20th were approved.
5. **Matters Arising**
 - a. **The First Aid course** which had been booked to be held in December had been cancelled. The date has been rearranged for February 3rd at 1.00 p.m. A reduction in the fee is to be made due to lack of notice of cancellation.
Chris to arrange for all groups to be invited to attend.
 - b. **Fire Course Report** Chris reported that the Fire Training course which was run at the centre in November was very good. The caretakers, Audrey and Chris had been present for a theory and discussion talk this was followed by some hands on training in the use of the fire extinguishers.
 - c. **Attracting more people to the user group meetings** Gail thought that members of user groups might not realize that they could just turn up at the meetings.
Chris to send another letter out to groups to invite them to attend the meetings.
 - d. **The vouchers** presented to the caretakers had been appreciated as had the voucher presented to Wendy as a wedding gift.
 - e. **Young People:** Chris reported that an enquiry by a member of Cleveland police to advertise groups suitable for young people to join had been made. The only groups that appeared to be suitable were St John's, a line dancing group and karate. Since we were first approached the karate group had folded. Chris had made contact with the police women and asked that she discuss the details in person with St John's members and also James who runs the line dancing.
6. **Timetable** at present the timetable has not changed there have been some enquiries but no take ups as yet.
7. **Finance Report** Margaret presented a profit and loss account. Although our finances are in good order this next year 2015/2016 will be the last year that we will receive any monies from Middlesbrough Council. Margaret reported that so far this year we have made a profit of £4,460.
8. **Secretary's Report** Chris had nothing to report.
9. **Building Issues** quotations for the redecoration of the back lounge had been received but members thought a third quotation should be called for. Jan had not had any luck in finding anyone in the council to look at our energy efficiency but is to ask someone she has contact with. The caretakers reported that the skirting boards in the hall were in need of some repair/decoration.
10. **Website** no report available.
11. **Fundraising** Audrey was unable to be present but had reported that the date for the table top sale was not suitable as the centre was too busy. Thursdays were better than Fridays with regards to group usage.
Trustees to look at the date at the meeting 22nd January. Chris to contact user groups with details.
12. **Caretakers** Dave had given the caretakers their annual appraisals. The question was asked if a copy of what had been recorded was given to them.
Dave to be asked to confirm that this is so.

Minutes of User Panel meeting

January 15th 2105

13. **User Group Members Comments** the subject of noise/behaviour of groups booking parties at weekends was brought up again. The safety of some of the children who often play up and down the stairs was also discussed. Whilst the ideal would be to have a caretaker in attendance this would make the cost prohibitive.
Chris to add another clause to the booking form reminding the person booking of their responsibility for the safety of those present and also that they should respect the other users and keep to the hall for their activities.
14. **Any Other Business** We were asked that a notice be displayed with the WiFi access code

Next Meeting Thursday 19th March 2015 at 4.00 p.m.