

LANGDON SQUARE COMMUNITY CENTRE
Minutes of the Meeting of the User Group Panel
March 19th 2015

Present: Cllr Jan Brunton, Margaret Black, Christine Eaton, Audrey Sharp, Colin Swain, Mary Joyce, Ian Geldard

1. **Introductions** Jan Brunton as chair welcomed everyone. Members welcomed Ian Geldard who is a member of the National Trust user group.
2. **Apologies** Cllr Geoff Cole, David Elliott, Mike Morris, Pat Swain, Gail Milburn, Jean Sharrocks
3. **Declaration of Interest**
Jan, an elected member of Middlesbrough council.
Audrey, a relative of web site producer.
4. Minutes of the meeting held November 20th were approved.
5. **Matters Arising**
The First Aid/Fire courses the invoice for the courses has not yet been paid. Jan queried why as she had been asked about it. Margaret said she had been told not to pay but to wait for instructions from Dave as he had queried the cost. Whilst the Fire course was very good the caretakers felt that the first aid course content had not covered the spectrum of injuries that could be expected at the centre eg. Scalds cuts sprains but mainly concentrated on resuscitation methods.
Members had agreed to the cost beforehand and therefore felt that the invoice should be paid.
Jan to ask about the content of the first aid course.
6. **Finance Report** Margaret told members that we had a healthy balance in Virgin and kept a total in Yorkshire Bank for payments of bills. She reported that the increase of room hire of 10p per room/hour for affiliated groups and 20p/hr across the board for the hall would be added for the invoices in April.
A new list of charges would be sent out with the affiliation forms at the end of this month. Margaret said she was concerned that the gas consumption was very heavy for the last couple of months. It was hoped that as the plumber had adjusted the timer that this would reduce the usage. The contract for the electricity is now changed to the Gas Board.
Members were asked if we wanted to pay the rates monthly or annually and as there was no advantage either option it was decided to pay annually.
Insurance quotes had been received from a couple of companies and Margaret said she would compare with our present insurer when the renewal quotation arrived.
7. **Building Issues** The back lounge has now been redecorated and looks clean and fresh. The work done by Paul Kane is excellent. (Comments had been made that the paper wasn't much different to what was on before). When choosing the paper other papers were ruled out as they had been found to have a big pattern drop.
Quotes and samples had been sent for to replace the door blinds in the back lounge.
In order to instigate a cyclical maintenance programme the caretakers had been asked to list work in the building which requires attention. The trustees had been advised and agreed that the sanding/varnishing of the hall floor should be done more regularly. The skirting boards in the hall were also in need of attention.
The curtains at the emergency exit in the hall are constantly being pulled off the rails. Members inspected the site after the meeting to consider ways of correcting this. It was suggested we put a blind over the top of the door and altering the curtains to fit over the doorway.
Margaret to get a quote for the blind.
8. **Fire Safety** The fire people had been in the building on Tuesday checking the emergency lighting etc.
9. **Booking Conditions** An extra clause has been added to the booking conditions with regard to parties. This is to remind hirers of their responsibilities towards behaviour, respect to others using the building and also to the centre and fixtures and fittings.

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10. **Coffee Morning** Audrey reported that things were going according to plan. Chris mentioned that Joan Cook had copied the poster and delivered nos. 1- 55 houses in Tollesby Bridge. Members expressed their gratitude. There are some others in the ioffice which need guillotining Hopefully members could deliver more locally before the day.
11. **Caretakers**
Chris Kane reported that she had needed to speak to the children in the new Home Ed group about not playing in and out of the curtains in the hall.
Margaret to have a word with one of the parents.
12. **Any Other Business**
Some users had become members by paying a one off £1 which entitled them to vote at AGM's. Audrey had been asked about users paying £1 every year which would help with funding. It was thought that this might be a good idea but would be difficult to administer. It was mentioned that their affiliation fees paid towards this.
Audrey reminded members that PAT testing was due.
Margaret said she would ring Jack and ask him to come in.
Margaret asked about charges for the use of the centre for voting at the May elections
Enquiries to be made re other venues.
When Joan Cook went to use the printing machine in the upstairs office there was a stencil left in by someone who had used the machine and she was unable to print our flyer off. As no-one seems to know who has used it a notice to be put on and possibly the lead to be removed.

Next Meeting Thursday 21st May 2015 at 6.00 p.m.