

LANGDON SQUARE COMMUNITY CENTRE
Minutes of the Meeting of the User Group Panel
May 21st 2015

Present: Cllr Jan Brunton, Cllr Geoff Cole, Dave Elliott, Margaret Black, Christine Eaton, Colin Swain, Mary Joyce, Denice Partington, Mike Harbisher

1. **Introductions** Dave Elliott welcomed everyone. Members welcomed Denice Partington representing the National Trust and Mike Harbisher for Teesside Musical Theatre Company.
2. **Apologies** Pat Swain, Ian Geldard
3. **Declaration of Interest**
Jan an elected member of Middlesbrough council.
Geoff also an elected member of Middlesbrough Council
4. Minutes of the meeting held March 19th were approved.
5. **Matters Arising**
 - a. **The First Aid/Fire courses** the certificates for the courses had been sent but stated 2014 instead of 2015. Jan had requested new certificates but as yet they had not been received.
Jan said she would progress these replacement certificates.
 - b. **Blinds** Margaret had ordered new blinds for the doors of the back lounge and these were now in situ.
 - c. **Coffee Morning** Dave said that the coffee morning had been successful and expressed thanks to all those involved. It was acknowledged that it was not as successful as the Christmas one in 2014. A comment was made that the publicity round the area could be improved especially at the shopping centre.
6. **Finance Report** Margaret reported that the bank balances were very healthy and Middlesbrough Council had paid the last installment of the Asset Transfer Payment of £8,557.00. This gave us a balance of £12,631.45 in Yorkshire Bank current account. All outstanding bills are paid so approval was sought for the transfer of £9,000.00 to Virgin Money account. Money had been spent during the year buying fans, a fridge and washing machine as well as re-decorating the back lounge. Overall we were breaking even.
Dave requested that approval be given to Margaret to transfer the money to the right place at the right time where most advantageous rates could be obtained.
Proposed Colin Swain seconded Denice Partington members agreed unanimously
7. **Property Report** A schedule for cyclical maintenance has been put in place. The hall is the next project to be tackled. An estimate has been tendered to take down the curtains brush down the walls re-varnish the window frames and skirting boards then re-hang the curtains.
Enquiries to be made about cleaning the curtains.
Following this work the floor would then be sanded and re-varnished. The trustees had decided that we would use the contractor who had worked on the floor previously. When asked how the work on the hall floor would affect the Saturday night dance Colin replied that if necessary he would cancel.
The contractor to be contacted regarding availability of his team and also the length of time the hall would be out of commission.
Next year the GP room and the office would be re-decorated.
8. **Caretakers** The caretakers had asked about booking evening sessions when there wasn't a user key holder in the centre? Also if there was a group with a key holder opening up what if they finished earlier. Dave said that as long as they discussed the booking with him he would be prepared to be key holder. Also he thought that when they had a regular booking then they could become a key holder. The point was made that until the group had become established and had been given a set of keys then the opening and or closing would become a regular occurrence.

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9. **Users Comments** the only comment made was that National Trust Committee had been locked out.
Dave has emailed an apology to Ian Geldard
10. **Forthcoming Events/money raisers** it had been mentioned that Audrey had spoken about her quilting group making a quilt for a raffle at the next event. This was only rumour and had not been confirmed and no event has been arranged as yet. It was thought that perhaps a November Coffee Morning could be arranged.
11. **Any Other Business**
Advertising Events Mike reported that TMTTC found they gained quite a lot of publicity from their page on Facebook. Members asked how this generated publicity and it seems that they put an advert which was liked and then shared with contacts by their group members.
Advertising to be discussed at next trustees meeting
Gazette Dave said that he would write a letter to the Gazette. He would ask if they could do a follow up article now that we have been independent for 3 years.

Next Meeting Thursday 16th July 2015 at 6.00 p.m.