

**LANGDON SQUARE COMMUNITY CENTRE**  
**Minutes of the Meeting of the User Group Panel**  
**July 16th 2015**

**Present:** Cllr Jan Brunton, Dave Elliott, Margaret Black, Christine Eaton,  
Colin Swain, Denice Partington

1. **Apologies** Pat Swain, Ian Geldard
2. **Introductions** Dave welcomed everyone.
3. **Declaration of Interest**  
Jan an elected member of Middlesbrough council.
4. Minutes of the meeting held May 21st were approved.
5. **Matters Arising**
  - a. **Advertising** no progress regarding publicity has been made.
  - b. **Gazette** Dave had written a report to the Gazette hoping that a follow up article on the progress of the Centre would generate some publicity. There had been no contact from the Gazette. Jan said the reporter who had penned the original article had now left.  
**Jan to let Dave have the details of a new contact,**
6. **Finance Report**  
Margaret reported that the bank balances remained healthy. The 1<sup>st</sup> Quarters Profit & Loss Account was presented this included several one off annual payments. Profit for the first quarter was £104.01. Money had been spent on a new washing machine and decorating the back lounge. Money had been set aside in the accounts for cyclical maintenance this would reduce our balances and perhaps open the way to claim grants.  
The annual accounts 2014-2015 had been audited and the required reports sent to Companies House and the Charity Commissioners.  
It was noted that the electricity costs were high. These were due mainly to lighting and fans. An independent report had been sought earlier in the year which had no suggestions to make to reduce these costs.
7. **Chairs Report**  
Dave stated that the Centre was making good progress. The upstairs lounge is not used very much due to groups not wanting to carry equipment upstairs. The back lounge is well used and could possibly be more if not used monthly by some longstanding groups. Good income is made from parties which fills gaps on various Saturdays and Sundays.  
A national Judo group was to start sessions on Friday evenings from September.
8. **Property Report**  
The Back Lounge is now redecorated. The Hall has had the walls brushed down, the woodwork varnished and the curtains cleaned. In the next week the floor is to be sanded and re-sealed. This completes the redecoration of the Hall.  
Next year the GP room and the office are to be decorated. Also the outside paintwork and the back store will be evaluated.
9. **Gardens**  
A gardener had been employed to take care of the gardens round the centre. Members had not been impressed with the work and had decided not to ask him back. Dave had contacted Community Payback to ask for their assistance. As a result their supervisors are to come and inspect the work required.
10. **Fund Raising**  
The Thursday evening craft group are to make a quilt to raffle. It was suggested that if we are to have a Coffee Morning we should be booking it in the diary for early November.  
Dave suggested that it should go on the Trustees agenda for the next meeting.
11. **Website**  
As Michael was not at the meeting no report was forthcoming.

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**12. Caretakers**

The caretakers have begun their annual Summer Clean.

**13. Users Comments**

Denice asked about availability of the GP room on Mondays. At this time the room is available after Flower Arranging have finished and the room has been cleaned.

**14. Any Other Business**

The AGM is due in September Dave asked that we start at 5.00 pm. It was suggested that this was too early for anyone who worked to attend. As no-others objected the time was arranged for 5.00 pm followed by a User group meeting.

Next Meeting: **AGM followed by User Group Meeting**

**Thursday 17<sup>th</sup> September 2015 at 5.00 p.m.**