

**Minutes of User Group Meeting – Surbiton
Thursday 29th November 2007 – 6.30pm**

Present

Jo Gloyn	RBK Admin Manager
Val Smith	RBK Admin Assistant
Janet Allum	Library Manager
F R Hall	Surbiton Arts Group
Margaret Bannister	Surbiton Arts Group
Melda Hyde	Surbiton Cinema Club
Margaret Kelly	Surbiton Historical Society
Marilyn Jennings	Surbiton Historical Society
David Wilkins	Kingston Philatelic Society
Roger Weatherhead	W E A
Carole Marshall	Kingston Embroiderers Guild
Gary Caine	Surbiton Bird Watching

Apologies

Cllr Shard
Vivien Clare
Brian Robinson

1. Welcome and Introductions

JG welcomed all for coming,

2. Apologies

3. Previous Minutes

Item 4 – Yes mirror has been provided.

As yet there is no date for a loop system to be installed.

Unclaimed goods in the tank room.

JA will leave a notice, to clear in one month or we will dispose.

4. Charges for 2008/09

JG Charges are likely to be increased by around 3%.

Several hirers advised that although the hall is a perfect site, their membership is aging and not gaining new members which means they struggle to meet the costs.

Hirers asked if possible to advertise on site.

JA will draw up a list and JG will see if possible to go on website.

Hirers are very grateful for any advertising.

5. Update on Plans/Improvements for the Hall

JG explained that subject to expenditure priority the small hall is due for decoration.

The floors in both halls are due for sanding and sealing.

DW as this was done a few months ago can we save money and not do it again.

JG this was after an accident which left stains on the floor. Ocean, our contract cleaners were obliged to put it right.
JG and JA advised that work is being carried out on the outside cladding of the annex. Scaffolding will be erected and there will be some dust and noise. JG not sure if hall will close.
Depending on the weather, this should start on 14th January 2008 for 4 weeks.

6. Issues for Hall Hirers – Automatic Doors

JA if not used properly the fuse will blow and doors will lock. Important to make sure that bolt is OFF.

JA showed hirers how to work the door at the end of the meeting.

As doors open automatically, there have been occasions when the odd 'person' has come in off the street and wandered round or used the toilets. JA advised cannot lock main doors as fire exit but the hirers must check the building thoroughly, before leaving.

DW thought could have installed a simpler system. JA has same system in library and no problem.

DW tables are often sticky from parties. It would also help if they were the same in both halls. JG not in cleaners remit to clean tables. Hirers should leave hall clean and tidy.

CM any chance of new, lighter tables?

JG Not holder of budget and in the current financial climate, funding is unlikely.

Although good to have telephone in kitchen, it does not appear to be working.

JG has now checked, and the pay phone and line is working. If a fault is found please call JG so it can then be reported to BT.

MH has estimates for repairs to the screen in the large hall, which was damaged when a one off hirer cut slits in the canvas and, presumably, attached balloons.

Mr Peacock favoured one in particular who seemed the most expert. They understand that due to 'procurement' they need 3 estimates but would be willing to pay the excess.

JG agreed, we must now have 3 estimates from approved contractors for Health and Safety reasons.

JG agreed to meet with Mr P if necessary.

All would like new blinds in large hall, if possible, with the tight budgets.

JG advised there is no money in the budget for this at the moment.

MK any plans to close the building.

JG as at this moment, knows of no plans.

FH the hall is excellent and would be devastated if closed.

All agreed.

JG advised to contact local councillors.

Any Other Business

RW small hall is cold in winter and warm in summer.

FH public liability insurance for exhibitions, is very high.

JG suggested that maybe they could obtain one jointly.

Attention is drawn to items 12, 13 and 14 on the Terms and Conditions.

JG is happy to set up a distribution list and she will forward any comments by email to the regular hirers.

CLOSED 7.25pm