

**Minutes of User Group Meeting – Surbiton  
Large Hall – Thursday 29<sup>th</sup> October 2009 - 6.30pm**

**Present**

Jo Gloyn	RBK Administration Manager
Val Smith	RBK administration Assistant
F R Hall	Surbiton Arts
M Bannister	Surbiton Arts
D A Wooldridge	Surbiton & District Watching
D R Wilkins	Kingston & District Philatelic Society
M Kelly	Surbiton Historical Society
B Goalen	Kingston Embroiderers Guild

**Apologies**

Marilyn Jennings	Historical Society
Claire Read	Exercise Class
Mr R Barter	Jazz Band
Carolyn Roberts	Library Manager

**1. Welcome and Introductions**

JG welcomed and thanked all for coming.

**2. Previous Minutes**

**MB** asked if library/hall safe from closure or demolition.

**JG** said that the library service has no knowledge of any proposed closures of either building in the foreseeable future.

**BJ** still a problem with hirers coming through the large hall from the small hall.

**VS** does explain to hirers of the small hall that they must not go through the large hall when it is in use and signs are in place.

**JG reiterated that must let us know if there is a problem as soon as possible.**

**3.** Minutes agreed.

**4. New Library Manager**

Carolyn Roberts is managing Tolworth and Surbiton Libraries under the new neighbourhood arrangement.

**JG** may be different approaches to managing the library. Carolyn has managed Tolworth extremely well and has many ideas for Surbiton.

All agreed they would have liked the opportunity to thank Janet Allum for all her help over the years before she retired but were not aware she was leaving.

**VS** advised could maybe write to her and leave with library staff. **MB** has done so already.

**5. Charges for 2010/11**

**JG** in process of looking at hall charges across the board but will probably rise on average, by 3%.

**6. Update on plans/improvements**

Huts are being demolished and now waiting for gas to be turned off. No plans for the site but for the foreseeable future it will be extra parking and storage containers for the caretakers./premises officers.

**JG** library is closed 2<sup>nd</sup> November to 30<sup>th</sup> November but there will be a desk in the hall lobby to collect keys from – Monday to Friday – 10am to 4pm.

Plugs in the hall do not all work.

**JG these had been looked at recently so will ask caretakers to check.**

**MB** handle on cupboard door in small hall needs fixing.

**JG will deal with**

Sound system would be of great benefit to hall hirers.

**JG only so much in the budget and it is not a priority spend.**

All concerned about the state of the screen. Desperately need a new one.

**JG** will raise again but like the loop system, it is not a priority spend.

Floor looks good though.

#### **7. Timely Payment of Accounts**

**JG most regular payments are due on 1<sup>st</sup> of each month and reminders should not need to be sent but if there is a problem with payments to call the office.**

#### **8. Issues for Hall Hirers**

**DRW** the tables and chairs are very dirty. Where did the blue ones come from as they are very heavy.

**JG will arrange for the seats to be cleaned and investigate the origins of the blue chairs.**

#### **9. Any Other Business**

All agreed the automatic doors are easier to manage.

**MB** it is quite disconcerting to have no door/panel on the wall side of the lift.

**JG** must have complied with health and safety but will ask NPS.

Next meeting to be advised.

**Closed 7.25pm**