

Garway Community Association – User Forum 14/11/2019 7.30pm

Consolidated Summary of Notes of Meeting

The first User Forum meeting of the Garway Community Association (GCA) was attended by 4 trustees (LB, JP, LW, CW). There were 20 participants at the meeting. Brief updates were given by the trustees at the start of the meeting on the development of the CIO, a number of operational issues and forthcoming events. Participants were invited to raise any queries or issues regarding the facilities and/or use of the Hall. These are summarised in the table below.

	Query/Issue	Response	By
1	Instruction on use of PA system	CW to arrange a demonstrations for user groups and instruction sheets	@Garway
2	Building too hot in summer	EB – issue with control system being investigated	End March 2020
3	Difficulty with door locks	EB – Final fix as part of snagging. Short term adjustments made in meanwhile.	End March 2020
4	Insufficient chairs	Current stock enough for ‘most’ events. More planned (rack trolley system) as funds become available.	Ongoing
5	Poor lighting in main hall for general use: Wall lights too dim, ceiling lights too stark. Something in between suggested.	Trustees to discuss	April 2020
6	Request for round tables back stage	Dependent on available funds.	Ongoing
7	Later closing time for events (12pm) (due to covenant)	Covenant allows for maximum of 20 late night events	Complete
8	Contact number for hires	LW advised phone number is on website	Complete
9	Box needed for raffles to hold tickets	Community can monitor social media market places and online auction sites and propose to Trustees for purchase	Ongoing
10	Potholes on drive	Part of building snagging – SLOW signs being produced. Temporary fills planned prior to final solution found.	March 2020
11	Improved drive lighting needed	Dependent on funds	Ongoing
12	Lighting truss interferes with Flicks screen	Trustees to discuss	6 th Feb
13	Improved mobile signal	Mobiles can connect to WiFi for WiFi calling. WiFi signal currently reaches proscenium arch and back of kitchen. General EE signal accessible on patio	
14	Drainer with tray needed	SPICE girls agreed to purchase.	Complete x 2 in cafe
15	Blind for South facing fire escape door needed	SPICE girls to purchase. Will now liaise with GCA Sub Group	ASAP
16	Need to rearrange kitchen appliances	GCA Sub Group now planning	March 2020
17	Remove hose tap in kitchen and replace with 2 taps	Trustees to discuss	6 th Feb
18	Fix door closers (kitchen & main hall)	Snagging item	March 2020
19	Induction pans needed (or pan protectors)	CW to advertise need. GCA Sub Group now have this action	ASAP
20	Odd job working party twice/year	EB to develop job list.	March 2020
21	Need for pool of people with knowledge of tech kit to help at events	Contact HCA? Or Youth club	March 2020

