

## Community Base participant group meeting 18th December 2008

The meeting was attended by Katy (Community and Voluntary Sector Forum), Colin (Community Base), Annette (Community Base) and Jane (Assert and Community Base trustee)

### **1 Broadband**

Annette explained that the broadband had been down yesterday because of a fault with SDSL lines in Brighton – social services had been down too. Annette recognised the importance of having reliable broadband and was looking into ways of sorting this. Colin said we would be monitoring downtime to see the extent of the problem and would invest as necessary to ensure as reliable a broadband connection as possible.

### **2 Photocopier**

Everyone had a peek at the photocopier room next to the coffee room. The photocopier would be moved here over new year allowing more space for photocopying and a bigger area for posting on the main stairs. Colin said training in using the photocopier would be offered to groups in the new year and problem would be monitored to see if we needed a new machine.

### **3 Heating**

Katy said the heater in south wing three was not working. Annette said that some heaters were found to be faulty when put back on after the summer and these were being fixed asap.

### **4 New coffee room furniture**

There was a discussion about the new tables and chairs for the coffee room.

### **5 Xmas party**

Xmas party tomorrow!