

## Community Base participant group meeting 19th March 2009

The meeting was attended by Colin (Community Base director) and Emily (Carr-Gomm)

### **1 Photocopier**

Colin said the new photocopier would be arriving tomorrow. Deborah would be organising training in how to work it soon.

### **2 Small meeting room**

Colin said the small meeting room was now up and running.

### **3 Post franking**

Colin said the post franking area was being redesigned with a long table at the north end and better holders for mail sacks.

### **4 Pub quiz team**

Colin and Emily discussed the possibility of a Community Base pub quiz team. Colin said he would look into a good pub for it.

### **5 Maintenance log**

Colin said that we had replaced the communications book with a computerised maintenance log as a way of dealing with problems in the building more efficiently. As in the past, if you have a problem you should report it to reception – but now you get a number for the problem so we can track how we are dealing with it. Colin said the point of getting a number was to avoid misunderstandings about whether an issue had been reported or not – so make sure you get a number!

### **6 Hot water not working**

Emily asked why the hot water in the coffee room was not working. Colin said that because of a problem with a part in one of the boilers there was no hot water in some parts of the building and we were trying to sort this as fast as possible.

### **7 Security**

Emily mentioned the need for common sense in looking after possessions in Community Base, which was a semi-public building.