

**PUT THIS NOTICE UP IN YOUR GROUP FOR ALL TO SEE**

# NEWSLETTER

## APRIL 2018

### LEITH COMMUNITY EDUCATION CENTRE USERS AND GROUPS

#### **IMPORTANT CHANGES IN THE CENTRE**

As Informed in my previous news letters the City of Edinburgh Council are undertaking re-organisation. These changes have created various Health and Safety Issues and the proposed changes will affect each group leader's responsibilities. **If these changes are imposed by the council group leaders will have to agree the conditions below or, the management committee will not be able to agree a room let in the centre.**

I have listed the new responsibilities below:-

- 1) Undertaking a personal evacuation plan for any members with mobility or other issues for fire evacuation
- 2) Have a trained first aider in the group
- 3) Have a specific first aid kit for the group
- 4) Ensure public liability insurance is in place

#### **Opening hours of the Centre**

- 1) Changes to opening hours i.e. closure at 9pm. Groups will need to end their sessions by approximately 8.30pm
- 2) Additional costs for weekend opening

#### **Management Committee of Leith Community Education Centre Association Members**

THERE IS AN URGENT NEED FOR VOLUNTEERS to join the Management Committee. The treasurer and chairperson are leaving the committee at the next AGM in September. It is essential that these positions are replaced.

**IF THERE IS NO MANAGEMENT COMMITTEE THERE IS LIKELY TO BE NO FACILITY TO RUN GROUPS IN THE CENTRE**

**IF YOU ARE NOT CURRENTLY A MEMBER OF THE LEITH COMMUNITY CENTRE ASSOCIATION ASK AT THE OFFICE FOR A MEMBERSHIP APPLICATION FORM. YOU CAN ONLY VOTE ON ASSOCIATION ISSUES IF YOU ARE A MEMBER.**

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**A Meeting has been arranged for Thursday 26<sup>th</sup> April 2018 at 7pm in Leith Community Education Centre to discuss all the proposed changes in the Community Centre**

### **Payment of letting charges**

I hope the new drop-box is working for all the groups who still want to pay by cash.

**I would also remind you that we now have a process where groups can gain a 10% discount in fees if a group arranges to pay by BACS transfer. These arrangement will need to be IN ADVANCE of the regular let dates and must be either monthly or 4 weekly IN ADVANCE.**

**Application forms are available the SSO/Janitor or the Administrator in the office.**

**You can also email the administrator for details and the application form.**

**We have also changed the bank account for paying in or transfer of monies to Leith Community Centre Association-SCIO Management Committee. The new account details are – Sort code 80-22-60 Account no. 17059067**

**Ilene Davidson  
Chairperson  
Management Committee  
Leith Community Education Centre Association**