



# Fairford Community Centre

## News Update Spring/Summer 2015

### A new look for the Heritage room

In our continued commitment to keeping your centre looking its best we are currently refurbishing the Heritage Room; it has been freshly painted and a new carpet due to be fitted. The refurbished blinds are due to be put back up shortly.

We hope you agree that it looks much better for these improvements

### Open day for new residents

The Pastoral Care Team at St Mary's Church, Fairford, is planning an event to welcome the new residents in Fairford and to introduce them to the various clubs and societies that we have in the town.

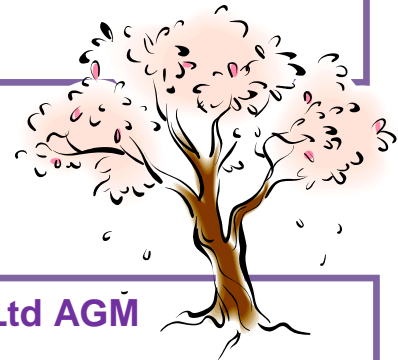
The date is **Sunday, 31st May, from 3.0 - 5.0pm** at the community centre. An invitation will be delivered to every new build property, especially those at the Bloor and Linden sites. Refreshments will be offered when guests arrive at the venue, where there will be stalls giving information about the 'happenings' in the town.

If you would like to have a stall please contact Mary Mawle on 01285 712174 or [marymawle@live.co.uk](mailto:marymawle@live.co.uk).

### Fire Evacuation Plan

Please note that it is the responsibility of the 'Hirer' (course supervisor / person in charge of the booking) to ensure that the following is carried out:

- An attendance register is taken.
- That the max number of people allowed in the room being used is not exceeded
- Your members are briefed regarding the Fire Action Plan and that the necessary actions are taken in event of a fire including calling of the fire brigade and evacuation of the centre.
- That, where necessary you have considered a suitable means of escape for disabled members of your group.
- Ensuring that emergency exits are kept clear of obstructions



### FCC Ltd AGM

Our **Annual General Meeting** will be held on Monday 15<sup>th</sup> June 2015 at 7.30 pm. in the Farmor room.

**All welcome.**

*If you use the centre, please come and tell us what you think about it*

## Housekeeping

### Security

We have had a number of instances when the security alarm has not been activated after the last session has left the building. Please can we remind you that if no one else is in the building when you leave it is your responsibility to active the security alarm. If you need reminding of the codes then please let me know.

### Cleaning Up

The centre is a community building and is used by many different groups for a wide range of activities at various times of the day.

Please remember to ensure that the rooms you have hired are left as you would wish to find them at the start of your session; clean & tidy, floor swept / vacuumed and any spills cleaned up.

We all take pride in keeping the centre looking its best so that it can be enjoyed by the community for many years to come.

## Have your say

As a regular user of the centre your opinions and suggestions are important to us. Please fill out this form or email [manager@fccentre.co.uk](mailto:manager@fccentre.co.uk) and let us know if you have any ideas or suggestions as to how we can improve the facilities / equipment etc. at the community centre or simply let us know of any problems you may have experienced.

### Suggestions for new equipment

### General Comments

## Do you know anyone that is in need of office space?

Do you know anyone who works from home but has outgrown their home office and is looking for somewhere to rent locally? If so, we currently have a room available to hire in the centre as office space at very reasonable rates. The office is furnished and has a kitchenette area.

Do you run a business from home or have offices in or around the Fairford area but lack the space for meetings or perhaps you need a venue for conferences or training event? We have rooms of various sizes suitable for small meetings/interviews through to conferences.

If you know of anyone who may be interested then please ask them to call our office on 01285 711571

### FCC Ltd Member

Would you like to become a member of FCC Ltd?

We are always keen to encourage users to become new members. It costs nothing and members can propose new Trustees and vote at the AGM.

If you would like to become more involved and would be interested in becoming a member then please return /email this slip to the FCC Office.

Yes, I am interested in becoming a member of FCC Ltd and would like to know more.

Group /Class:.....

Name:..... Contact number:..... Email:.....