

KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on **Tuesday 24th September** in the Pavilion starting @ 7.30 p.m.

AGENDA

1. Apologies
2. Minutes from previous meeting (already circulated)
3. Matters arising
4. Action points:
 - ✦ Fire door labels PM
 - ✦ Noticeboards HC, BWB
 - ✦ Road signs JP
 - ✦ Sound system KG
 - ✦ Door changes PM
 - ✦ Building guarantees JP
 - ✦ Bulkhead light JP/PM
 - ✦ Curtains BWB
 - ✦ Outside access to toilet - requirement for shower JP
 - ✦ Cancellation policy BWB
 - ✦ Keys JP/JG
 - ✦ Hazard tape JP
 - ✦ Moving cleaning materials & equipment JG
5. Review of Artwave
6. Cleaning contract:
 - ✦ review of current specification
 - ✦ changes identified
 - ✦ stock of supplies

7. Club fees to be charged - tennis club, football club
8. Apple Press Day (DM)
9. Risk Assessments
10. Fire Alarm testing - documentation
11. Gazebos (TK)
12. A.O.B.
13. Date of next meeting

Keith Gibson (Secretary)