

## KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on **Monday 18<sup>th</sup> November** in the Pavilion starting @ 7.30 p.m.

### AGENDA

*Welcome to new Committee members Paul Griffiths & Barrie Lambert*

1. Apologies
2. Minutes from previous meeting (already circulated)
3. Matters arising
4. Action points:
  - ♣ Notice Boards HC/DA
  - ♣ Outside Notice Boards BWB/JP
  - ♣ Signage JP
  - ♣ Sound system JP
  - ♣ Door changes JP
  - ♣ Curtains BWB/JP/CP
  - ♣ Outside Toilet – advert in Kingston News for volunteers BWB
  - ♣ Hazard tape JP
  - ♣ Review of Artwave boards TK
  - ♣ Cleaning contract; deep clean floor, whiteboard, Artwork
    - Cleaning checklist, Consumables checklist HC
  - ♣ Donations from Clubs BWB
  - ♣ Minor items to be purchased – cage & carrier BG
5. Review of Apple pressing day DM
6. Risk Assessments BWB/TK
7. Fire Alarm testing BWB

8. Gazebogate TK

9. A/V use instructions

10. Requests for use of shower

11. A.O.B.

Date of next meeting

Keith Gibson (Secretary)