

## KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on **Monday 27<sup>th</sup> January** in the Pavilion starting @ 7.30 p.m.

### AGENDA

*Welcome to new Committee member Barrie Lambert*

1. Apologies
2. Minutes from previous meeting (already circulated)
3. Matters arising
4. Action points:
  - ⤴ Internal Notice Boards (HC/DA)
  - ⤴ Outside Notice Boards (PM)
  - ⤴ Table Trolley (BWB)
  - ⤴ Signage (JP)
  - ⤴ Sound system / Blu Ray player (KG/PM/PG)
  - ⤴ Door Changes (PM)
  - ⤴ Curtains (BWB/PM/CP)
  - ⤴ Hazard tape (PM)
  - ⤴ Cage / cradle (BG)
  - ⤴ Cleaning contract; deep clean floor, whiteboard, Artwork (HC)
  - ⤴ Donations from Clubs (CP)
  - ⤴ Funds for Apple Press equipment (HC)
  - ⤴ Fire Alarm & equipment annual testing & labelling (BWB)
  - ⤴ Use of the shower (JP)
  - ⤴ Legionella - water temperatures (BWB/PM)
  - ⤴ Extractor fan & dry drain (PM)
  - ⤴ Letter box (JP)

▲ Pavilion Wi Fi (TK)

5. Risk Assessments
6. Food Safety registration
7. Charging for Committee meetings
8. Use of the external Noticeboard
9. Steering Group re. Outside Toilet
10. Steering Group representation
11. A.O.B.
12. Date of next meeting

Keith Gibson (Secretary)