

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 27th January 2014

Present: Jenny Gayler, Bob Gayler, Keith Gibson, Hazel Craven, Beverley Wakeford-Brown, Terry Stanley, Terry Krejzl, Paul Griffith, Cliff Parrott, Dinah Morgan, Peter Mercer

Apologies: Barrie Lambert, Jeanne Peterson

Minutes: The minutes from the meeting on 18th November were approved and signed.

Matters Arising: A new gazebo has been purchased.

Action points:

Internal notice boards: 8 colour samples were examined for a new acoustic notice board; a light Turquoise was chosen. **Action: HC**

External noticeboard: Peter Mercer has mounted the board.

Table Trolley: This & the old curtains are going to be advertised with Rural Sussex e mail distribution. Dinah Morgan suggested asking for a donation. **Action: BWB**

Signage: Both roadside signs for the Pavilion are now in place.

Sound system: This has been tested & all is fine, but the speakers still need to be put on shelves on the end wall. **Action: PM**

Door changes: All the work has now been completed, so the new entrance is on the Green – but we are not sure which key is needed. This door must be locked from the outside or the alarm will be set off. The key situation needs to be reviewed. **Action: BWB**

Curtains: These are now in place.

Hazard Tape: This is now in place.

Cage (over thermostat): at last a supplier has been found – Honeywell. Paul Griffith suggested an alternative. Paul Griffith has acquired a generic remote control for the tv which can be left out of the cupboard so no there is now need for a cradle. **Action: BG/PG**

Cleaning contract: A Whiteboard has been purchased for the kitchen, but it still needs to be fixed in place. Acquiring the new Artwork is in progress – Keith Gibson had been waiting for an image from Terry Krejzl, but now has this and will go to coffee morning to get a final decision. **Action: KG**

Donations from clubs:

Cliff Parrott reported that Chris Wade is happy to make a donation - £50 is fine. He is also happy to make a formal booking if the building is needed; he has asked if he can use the “local” rate; this goes against booking conditions at present as it is a business. He can book it at the daily rate.

Funds for Apple Press: The Coffee Morning group are not keen to commit to this at present; where would it be stored? It was agreed to hire it again for next season.

Fire Alarm testing: BWB confirmed that the system is serviced & tested regularly; The extinguishers are correctly labelled at the rear.

Shower: The Clerk has not received an answer from the insurers as yet.

Legionella: Peter Mercer reported that the water temperature was ok in the kitchen, but not in the toilets as a temperature regulator was fitted.

The tank Thermostat has been turned up.

The Football club had received a letter regarding Legionella risk, but it was agreed that their activities posed no risk. BG agreed to copy the letter to BWB. **Action: BG/BWB**

Extractor fans / dry drain: Some of the fans have been checked by Peter Mercer; one is now working, one still needs to be checked. The fan in the Gents toilet is playing up. Flushing the drain should be part of the cleaning contract. **Action: BWB/DA/PM**

Letterbox: This has still to be ordered. **Action: JP**

Wi Fi: The password has not yet been changed. Who should be able to access it? Wifi should be available on request to hirers – this must be added to the booking conditions. Discussion took place concerning misuse of the internet via the Pavilion wifi. It was agreed to check with AIRS / SALC for general guidelines – we will ask the Parish Council to do this. **Action: DM/JP**

Risk Assessments: a document previously sent round was discussed. The electrical sockets need to be added. The wheely bins will be emptied if they are put out on the road. They present a hazard in the utility store, so one has been moved outside, the other to the football store. The spare glasses have been moved out of the kitchen. Clips for the mops are needed. Three mops & buckets are needed, colour coded. **Action: BWB**

Food Safety: BWB / JP had checked with Lewes District Council – all the Pavilion users are ok as they are registered.

Charging for committee meetings: JG reported that the Parish Hall committee want to have a meeting in the Pavilion; should they be charged? – we would be charged if we used the hall; Keith Gibson observed that the Pre School *were* charged for their AGM in the Pavilion despite the meeting being open to all. It was felt that some organisations currently using the Pavilion for Committee meetings (eg: W.I.) would revert to meeting in each others houses if charged. Cliff Parrott was firmly of the opinion that local organisations should *not* be charged for such meetings. It was agreed to discuss this issue fully at the next meeting.

Use of External Board: It was agreed to devote one side to official notices, the other side for general use. Notices for the board could be posted in the Pavilion post box.

Outside loo: BWB reported that the views of the Steering group on this issue were discussed at the recent Parish Council meeting. The committee's view remains that this would require a lot of work, and there is a toilet available in the church, which is open all day.

Steering group representation: It was agreed that it would be helpful to have a representative of the Steering Group on this committee. BWB will ask Diana Arlett. **Action: BWB**

AOB:

Table tennis tables: DM reported that the Parish Council were about to acquire one or two outside table tennis tables. These were originally to be sited in the playground, but Health & Safety issues prevented this. It was proposing to site them between the pavilion &

tennis courts. The committee had no objection to this, but it was not really anything to do with us.

Clock: The clock has been serviced

Curtains- reverberation time: Peter Mercer reported that with the new curtains in place the reverberation time has been reduced by about 30% with the curtains drawn across. When open, the reverberation time is still less than the old curtains drawn together.

Website: A spelling error needs correcting. **Action: TK**

PIR: Terry Krejzl had received a complaint about the PIR irritating people in the bungalows –it was agreed to mask the top of the light. **Action: PM**

Leak in outside store: The outside store cupboard is very wet. PM agreed to check.

Action: PM

Laptops: Paul Griffith has refigured them so updates don't download automatically; one needs a new battery, but as they are used from the mains, this is not necessary. PG will download updates monthly.

KPC website: goes live on Friday 31st January.

Commemorative Jubilee bench: arrives soon.

Date Of Next Meeting: Monday March 17th at 7.30pm.