

KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on **Monday 17th March** in the Pavilion starting @ 7.30 p.m.

AGENDA

Welcome to new Committee member Barrie Lambert (Parish Hall) and to a member of the Steering Group

1. Apologies
2. Minutes from previous meeting (already circulated)
3. Matters arising
4. Action points:
 - ♣ Internal Notice Boards & White Board (HC)
 - ♣ Table Trolley & Curtains (BWB)
 - ♣ Sound system (PM)
 - ♣ Cage over thermostat (BG/PG)
 - ♣ Artwork (KG)
 - ♣ Donations from clubs - business rate from Tennis Coach (CP)
 - ♣ Shower (JP)
 - ♣ Legionella (BG/BWB)
 - ♣ Extractor fans / dry drain (BG/BWB/PM)
 - ♣ Letterbox (JP)
 - ♣ WiFi access (DM/JP)
 - ♣ Risk assessments (BWB)
 - ♣ Steering Group representation (BWB)
 - ♣ PIR - resident's complaint (PM)
 - ♣ Leak in outside store (PM)
 - ♣ Jubilee Bench (TK)
 - ♣ Family Day date (TK)

5. Review of keys / keyholders
6. Review of booking documentation - wheely bins, WiFi, external lights

7. Charging policy for Committee meetings (various groups)
8. Finalise risk assessments
9. Provision of loo rolls (large events)
10. A.O.B.
11. Date of next meeting

Keith Gibson (Secretary)

