

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 17th MARCH 2014

Present: Jenny Gayler, Bob Gayler, Keith Gibson, Hazel Craven, Beverley Wakeford-Brown, Terry Stanley, Terry Krejzl, Cliff Parrott, Dinah Morgan, Barrie Lambert

Apologies: Peter Mercer, Paul Griffith, Jeanne Peterson.

Minutes: The minutes from the meeting on 27th January were approved and signed.

Matters Arising: (other than Action points): None

Action points:

Internal notice boards: These are now in place as is the kitchen whiteboard. Thanks were given to HC and Coffee Morning.

External noticeboard: This is also now in place. The Steering Group have been offered half the space for village information. Steve Berry also intended to have a nature feature.

Action: BL

Table Trolley / Curtains: There has been no interest in these, although now advertised through AIRS. They will be stored for the time being.

Sound system: The shelves for the speakers are now in place but members thought that the shelves were too large. Some members felt that quite a few items were being fixed to the walls and spoiling the aesthetics of the main room. It would be appreciated if we could limit signage and fixings. **Action: PM**

Cage (for thermostat): a supplier has been located, two have been ordered @ £18 each for the kitchen & main room. The remaining ten thermostats will remain uncovered.

Action: BG

Artwork: This is on-going & should be in place within 3 weeks. It may cost slightly more than original estimate due to an increase in printing costs -possibly £350? It was agreed that the artists should choose the mount colour. **Action: KG**

Donations (from clubs): The Tennis Coach has agreed to pay £50 and has agreed to pay the business rate when hiring the pavilion for Tennis Camps. CP agreed to check whether this donation has yet been paid. **Action: CP**

Shower: There is no issue with using it for a member of the Community, although this is now unlikely to be needed.

Legionella: BWB has not received a copy of the letter from BG yet. **Action: BG**

Extractor fan / drains: Flushing the dry drain is now on the cleaning rota & being done. One fan has yet to be sorted out. **Action: PM**

Letterbox: This has not been purchased yet. **Action: JP**

WiFi access: KPC are happy for all to have free access. It was agreed that there should be no password and the name should be obvious, for example "Pavilion WiFi". **Action: PG**

Risk assessments: The covers for electric sockets have been obtained. All risk assessments are now completed and signed.

Steering Group rep: This has been resolved; Barrie Lambert now represents the SG as well as the Kingston Parish Hall committee.

PIR: PM has changed the angle such that it no longer gets triggered by walking past. He has also adjusted the sensitivity of the Kitchen lights. It is important for users to pull the curtains once the internal lights are on. (Add to booking conditions).

Leak in Store: There has been no progress so far. **Action: PM**

Jubilee Bench: This is now in place on the Green.

Family Day: This should be on the same day as the Downland Race, either July 5th or 12th. Help will be required. **Action: TK**

Keys/keyholders: JG has lost e mail copies of who had keys due to her e mail account being hacked, but she still has hard copies - she will sort it out for the next meeting. It was agreed to change the lock on the cupboard in the small meeting room where confidential papers are kept, so a master key can be issued for bookings. Users will still require separate keys to the folding doors.

Review of booking documentation: Items to be added include the wheely bins, the cleaning equipment, cancellation policy, WiFi, the external lights, curtains, kitchen blinds, bulkhead lights. JG commented that users do not read the T&C's despite signing that they have, and ignore the numbers rule. It was agreed that the numbers are for guidance and there is room for some flexibility. The cancellation policy should mirror that for the Parish Hall (not yet formulated). The Deposit for the Cooksbridge Hall is £100. It would be useful to review booking conditions at Firle, Cooksbridge & Barcombe. Now that a wheely bin is in place people are not taking their rubbish home and there is now an issue with getting the bin emptied. TK agreed to discuss this with the men who collect the waste. Chris Wade may be willing to bring it back in if put out for collection. The signature section of the booking conditions needs to be removed as booking is now done on - line. All agreed to look through the booking conditions to check if anything else needs changing. The colour of mops needs to be stated to request that the same colour mop and bucket is not used for cleaning both in the kitchen and toilets. The times of bookings do show in calendar, but only when viewed in daily review mode, not monthly. **Action: all**

Charging policy for Committee meetings:

It was agreed that there should be charge. BL agreed to report back to the KPH committee. Donations should be an option for every free booking and this should be added to the Policy.

Loo Rolls: It had been reported that there are insufficient loo rolls for large events, however there were plenty stored in the Utility room. The Coffee Morning buy them. It was questioned whether they could / should claim the money back from KPC.

Steering Group: BL reported on the Zero Heroes initiative: encouraging people to produce less black bin waste; there is a cash prize of £40,000 for the areas showing the greatest reduction- Kingston is currently leading! There will be a Meeting in the Parish Hall on May 9th to decide how the money can be spent. When surveyed, 38% of the waste was food waste.

Any Other Business:

Fundraising: DM commented that it had been agreed that there should be four events per year; the Summer is ok (Family Day), the Autumn is ok (Apple Day), but there is currently nothing in Winter or Spring. DM suggested resurrecting the village flower show and an Xmas art and fair. **Action: DM**

Cleaning: BG reported that the Football club is being blamed by the cleaner for leaving the floor dirty; he insisted that club members leave the floor very clean. BWB reported that the oven hasn't been cleaned despite a request being made. Also there is an issue with emptying the feminine hygiene bin

Date of next meeting: Monday 19th May, 7.30 p.m.