

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 21st JULY 2014

Present: Keith Gibson, Hazel Craven, Beverley Wakeford-Brown, Terry Krejzl, Peter Mercer, Jeanne Petersen, Paul Griffith, Cliff Parrott (from 8.50).

Apologies: Terry Stanley, Barrie Lambert, Dinah Morgan.

Minutes: The minutes from the meeting on 19th May 2014 were approved and signed.

Matters Arising: The issue of whether a cancellation policy was still needed was raised by Jenny Gayler - JP suggested that the Committee should contact AIRS to see if other community facilities had such a policy. **Action: JP/BWB**

Action points:

External noticeboard:

Both notices had been done and were now in place. The door is not closing properly - it was currently fixed with tape. It was agreed that the Manufacturer should be contacted.

Action: JP.

The keys for the noticeboard will be placed in the keybox when moved from the Clerk's cupboard.

Sound system:

The speaker brackets had been received and will be installed in the next two weeks.

Action: KG/TK

Cage (for thermostat): Two have now been installed. The keys are held by PM, plus a spare in the keybox.

Artwork: This has been done and has been very well received. An A4 poster explaining who took the pictures, where, etc will be put on the internal noticeboard. **Action: KG/TK**
There appears to be no spare paint of the same colour as the walls for touching up blemishes.

Donation from Clubs: CP reported that CW is aware that the summer camps need to be booked; JG reported that no bookings have been made. **Action: BWB/TK**

Extractor fan: The near one is now working. There is power to the far fan; it therefore needs the company to look at it. **Action: JP**

Letterbox: This was now in place.

WiFi access: This has been done, people wishing to use it simply log on to Kingston Pavilion.

Leak in store:

This was inspected on 30th June; the leak has been rectified.

Roof Irrigation:

The float valve and control valve have been replaced. It is currently working permanently on mains water but the switchover to grey water is still not working. PM will write a report, then Jp will contact the company to complain about poor workmanship on

previous visits. **Action: JP/PM.**

The wildflower survey will have to be carried out next year.

Family Day:

Over 200 people enjoyed another good day. One incident occurred during the football; one person with a nut allergy asked about a cake, were advised it contained no nuts but then ate it and became ill. It was agreed that reports should be written in the incident book for both of these and a notice should be prepared for sales of such food stating that it was homemade and no guarantees could be made about nut content. £285 was raised, but the medals still need to be paid for.

BBQ barrels - Three needed replacing; I and K School had offered to pay for two; Tim Sharp has donated 2 free of charge.

First Aid kit: Various websites list the key contents; a risk assessment is needed for what should be covered - bumps, grazes, bruises, cuts, burns - so plasters, bandages, eye bath? There needs to be a laminated list of contents and regular checking. A new bigger box is also needed. JG agreed to monitor stock.

Action: JG/BWB

Coffee Morning funds: The funds are now up to £1300 again! The Coffee Morning will pay for changes to the locks to reduce the number of keys needed. The same snibs can be fitted that are on the fire doors. The keys can then be removed from circulation. The Coffee Morning have suggested buying an extra picnic table and seating on verandah. These will need bolting. The Stock cupboard is being opened. Nearly all the binbags have been used.

Collage: BWB suggested that the Committee aim for something like the Battle of Lewes tapestry. She suggested that the Committee get the same person to design it, as a paid commission which could be funded by the Coffee Morning. **Action: BWB**

Outside Toilets: (Martin Lee present)

The likely funding to Kingston from the Zero Heroes money was now down to £3000 - £4000. Before committing any of this funding the Committee should test the idea first by allowing access to the existing loos. BG reported that the pavilion was being left open - the door had been wedged open. It was suggested that this may be by CW. It was agreed that when any private function was taking place a notice to this effect was needed so the loos were not used by members of the public. The trial period would tell us what extra cleaning issues might be involved. KPC would have funds if needed for any building work. There should be a sign on the door to the effect that the loos were available and also a notice in the Kingston News. A vote to approve this proposal was taken: 7 for, 2 against, so the proposal was approved.

It was agreed that the trial should start on August 7th. A report about this will be prepared for the KPC meeting on 11th September. JG asked how any extra cleaning will be covered during the trial. It was agreed to pay the cleaners more if necessary. CP will check the loo rolls. TK will produce the notices, JP will tell cleaner. **Action: TK/JP/CP**

Post meeting note: *There are insufficient keys to the door from the hall to the main community room to allow all regular users (Coffee Morning, cleaner, tennis coach) to have one if they do not have a master key. The trial will probably have to be delayed until more keys are obtained.* **Action: JP/JG**

Artwave:

This was not happening this year due to a lack of people to help, but will still be advertised in the brochure. KG suggested staging a pre - Christmas Art and Craft Fair in

November instead. This could be advertised in the September Kingston News.

Any Other Business:

Legionella: BG reported that the Legionella letter had resurfaced; this was passed to BWB to check if any further action was required. **Action: BWB.**

Table trolley: BWB reported that the table trolley had been sold for £25.

Curtains: the curtains had not sold ; it was agreed to store these in the loft. **Action: BWB**

Key box: it was agreed to locate this in the utility room; a new box with a digital combination lock was required. **Action: JP**

Art/Craft Group keys: These were now with Penny Crawley.

Date Of Next Meeting: 29th September 2014 at 7.30 p.m.