

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 29th SEPTEMBER 2014

Present: Keith Gibson, Hazel Craven, Beverley Wakeford-Brown, Peter Mercer, Jeanne Petersen, Paul Griffith, Barrie Lambert, Terry Stanley, Terry Krejzl, Bob Gayler, Jenny Gayler, Cliff Parrott (from 8.00 p.m.)

Apologies: Cliff Parrott will be late

Minutes: The minutes from the meeting on 21st July 2014 would be amended to show BG, JG to be present.

Matters Arising: None

Action points:

Cancellation Policy: BWB had checked with AIRS - It appears that whether the Committee should have such a policy or not is left to the discretion of the Premises organisers - so the Pavilion could have a cancellation policy if the Committee wished. Following discussion it was agreed that one hour's hire would be payable if a cancellation was received 2 weeks or less before the date of the booking. It would be left to the discretion of the Committee whether the charge was applied, depending on the circumstances necessitating the cancellation. **Action:** BWB.

External Noticeboard: PM reported that the locking problem was now mended and working.

Sound system:

The speaker brackets were now in place; some holes still need to be filled / painted.

Action: KG/CP.

Artwork: KG could not complete the information for the noticeboard as he had no copy of TK's image. **Action:** TK/KG.

Extractor Fan: JP reported that this was in hand. **Action:** JP

Roof Irrigation: PM reported that this now seemed to be working. KG observed that it may have failed again as all the plants had again dried up, having staged some recovery from the first enforced drought. JP had written to the company and was awaiting a reply. **Action:** JP.

First Aid kit: JG had checked it; BWB had purchased a new box and would produce a laminated list of contents. It was agreed that a First Aid Manual would not be needed. It was agreed to locate the first Aid box in the kitchen. **Action:** BWB.

Collage: The Coffee Morning Group were happy to make a contribution towards this. It was agreed to ask Mary Fellows to produce a possible design. **Action:** TK

Legionella: BWB would check the paperwork to ensure we were meeting all legal requirements. PM reported that all hot water temperatures appeared to be ok. **Action:** BWB

Curtains: The curtains had not yet been stored in the loft but were moved immediately after the meeting by TK.

Key box: PM reported that all the glass doors in the main room were now on thumbturn locks. It was agreed that a new digital keybox was still needed, to be placed in the Utility Store. **Action:** JP

Trial opening: The issue of too few keys to the door for the Main Room was explained; TK had spoken to CW regarding his use of the pavilion and had invited him to the meeting. CW often switches lights off left on by others or shuts windows left open. He can't access the changing room end. It was agreed to keep the security locks on main room door. BWB proposed that CW have access to just toilets and kitchen whenever he is on court. She suggested that there could be public access to the changing room end toilets instead. It was agreed by all that this would be a much neater solution to allow the trial opening to go ahead. The Referee's room and changing rooms would need to be locked.

It was important that CW swept the floor after he had used the building.

Some discussion took place regarding the £50 donation CW had made and whether he should pay more. It was agreed that if his use was confined to that listed above, this donation was appropriate.

It was agreed that CW couldn't use the kitchen or main room if it had been booked for a private function, but he could when in use for Community events (such as the Coffee Morning) if the organisers were happy.

Currently bookings for that day were not showing on the website. It was agreed that there was no need for previous bookings to be deleted.

It was agreed that charges would be per calendar year.

At this point CW joined the discussion.

CW suggested that the pavilion should be open for major televised sports events. It was agreed that this was a good idea, but was the responsibility of the Committee, not CW. BG observed that the trial opening / public toilets arrangement wouldn't work when a football match was on. It was agreed that on these occasions the other toilets would be accessible for the public. Notices would be produced to inform the public how to access the toilets both during matches and on normal days. The trial could start as soon as these notices were available. CP would open / lock the door and hang the sign. **Action:** CP/TK.

Apple Day: - DM was not present; it was reported that she couldn't organise the event this year.

Any Other Business:

External maintenance: JP reported that this has been budgeted for by KPC; some work would be funded for this year - external cladding, window frames & joinery, treating with preservative and varnish, check all electrical systems, deep clean and paint the kitchen. BG suggested a neighbour who might be able to do this work. **Action:** JP/BG/PM.

Meeting: JP reported that on 8th October there would be an open meeting about becoming a Parish Councillor.

Thanks: BG proposed thanks to BWB for all her hard work & time chairing the Committee.

External Noticeboard: SB hadn't provided anything for the external noticeboard regarding local wildlife, etc (as requested). BL said that he would remind him again about this. BG mentioned that the Football club would like to have some action photos on the board - this was agreed. **Action:** BL/BG.

Date of Next Meeting: Monday 24th November 2014 at 7.30 p.m. in the Pavilion.