

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 24th NOVEMBER 2014

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

Apologies: Jeanne Petersen, Barrie Lambert.

Minutes: The minutes from the meeting on 29th September 2014 were approved.

Matters Arising: The Football pictures for display on the internal noticeboard were in hand.

Action points:

Cancellation Policy: BWB had modified the conditions of hire & these were now displayed on the noticeboard; they need to go on to the website. **Action: BWB/TK**

External Noticeboard: BL not present. No information had been sent.

Sound system:

The colour cards now in hand - CP will establish best match, purchase the paint and the filling / painting will be done by Xmas. The work to be done in the Kitchen will also require matching paint. **Action: KG/CP**

Artwork: This was in hand. **Action: TK/KG**

External maintenance: BG's contact had provided quotes for the work. A deep clean was supposed to have been done by now - but this hasn't happened. JG reported that the cleaner appears to be leaving before the 3 hours contracted; her lack of English is a problem! She has now left. A new cleaner was starting on Monday. The verandah was not being swept. The kitchen & external woodwork has been inspected & will be quoted for; there was some doubt as to whether the external wood cladding required any treatment. **Action: JG/JP**

Extractor fans: PM reported that these are now all working.

Roof Irrigation: The Company representative was coming to meet with PM & JP on Friday to inspect the roof. The warning light indicating an irrigation failure was not easily visible, so PM will ask if a repeater can be fitted where it can be seen more easily. The automatic switchover didn't appear to work once the tank had been empty for a while.

Action: JP/PM

First Aid Kit: This had been done.

Collage: Mary Fellows was interested in producing a design - but she would be too busy until after Christmas. A meeting would be arranged then. **Action: TK**

Legionella: BWB needed to finish the risk assessments. **Action: BWB**

Trial opening: CP felt that the toilets were little used; better signage was probably needed. It was agreed to not open the toilet access on match days. No damage / cleaning problems had been reported so far. It was agreed to continue the trial. The intruder alarm

was occasionally going off as someone had reset it after CP had unlocked the building.

Any Other Business:

Two lights in the min meeting room were not working. **Action: PM.**

Coffee morning: 15+ people were attending each week during the Winter; a list was being produced of what the Coffee Morning funds had supplied for the pavilion. Other users appeared to be accessing the Coffee Morning cupboard. They must have a master key. It was agreed to check that the new cleaner had a list of tasks. A stock list was also needed. Another Lunch day was coming up soon.

The alarm system had been serviced as had the boiler.

The digital lock key cabinet had been ordered.

The Pre school wish to hold a summer fundraising event on May 16th. A marquee would be erected on the Green plus they would require use of the pavilion. The event had been approved by KPC. It was agreed to support this event.

Broadband speed: This should be upgraded between December and March.

Some of the magnetic fixings had vanished from the external noticeboard. JP will be asked to get some more. **Action BWB/JP**

It was agreed that any clothing left behind by users would be disposed of after 1 week.

Some old photographs had been given to PM by Colin Finn depicting the Kingston cricket team; PM was gradually identifying those pictured. It was agreed that they should be hung in pavilion entrance hall along with other sports photographs. KG would write a letter of thanks to CF. **Action: KG**

Date of Next Meeting: Monday 26th January 2015 at 7.30pm