

KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on Monday 2nd December 2019
in the Pavilion, starting at 7:00 p.m.

AGENDA

1. Apologies
2. Minutes from previous meeting, 23rd September 2019 (already circulated)
3. Matters arising (other than Action points)
 - Booking Secretary: brief summary of the responsibilities & handover: **JG**
 - Replacement of JG
4. Action points:
 - Repairs & maintenance: **PM**
 - Recent services of equipment
 - External maintenance/ doors facing tennis courts and kitchen window
 - Roof watering system
 - Picnic Bench: **TK**
 - Internal maintenance: **PM**
 - Update on heating & hot water system: **PM**
 - Legionnaires disease risk assessment & HSL's form: **PM, TK, BB**
 - Disabled toilet door & handle on veranda door.
 - Corridor lights
 - Deep Cleaning: **BB**
 - Fire alarm: **BB**
 - Access to changing room toilets (**BB**) & automatic timer lock: **TK**
 - 2020/21 Budget – any one-off items of expenditure? **All**
 - IT costs for Pavilion website; historical & future: **TK**
 - A “Cage barrier” to be installed in the utility room to prevent unauthorised people getting to the heating system and controls: **BG**
 - Fitting an automatic timer to changing-room corridor door: **TK**
 - New roof irrigation system, as the current one rarely works well: **PM**
 - Possible decoration of one wall in main meeting room: **BB**
 - Cage surrounding the air conditioning unit? **PM**
5. KPH update: **KH**
6. KPC update: **FH**

(cont'd)

7. Any other business

- Complaint about lights being left on in Pavilion overnight: **BB**
- Defibrillator: **BB**
 - Annual training session
 - Checks in December

8. Date of next meeting