

## KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on Monday 11th February 2019  
in the Pavilion, starting at 7:00 p.m.

### AGENDA

1. Apologies
2. Minutes from previous meeting, 3rd December 2018 (already circulated)
3. Matters arising (other than Action points)
4. Action points:

- Estimates for repairs & maintenance for 2019 budget: **TK/BB**
  - Work to be undertaken in 2018/19 financial year.
- External maintenance/ cladding: **TK**
- Meadow flowers on roof: **TK**
- Internal maintenance: **PM**
  - Servicing of clocks, boiler & air conditioning
  - Key safe
  - Hand dryers
- Purchase of cutlery: **HC**
- Defibrillator & training: **BB**
- Data Protection update: **BB**
- Acoustics in main room: **BB**

5. KPH update

6. KPC update

7. Any other business

Letter from Parish Hall: **BB**

Review of the following documents: **All**

- Emergency plan in the event of a fire
- Safety guidance
- Booking procedure
- Governance of Defibrillator

Coffee Morning Group: request to replace kitchen shutter. **BB/HC**

8. Date of next meeting