

## KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on Monday 15th April 2019  
in the Pavilion, starting at 7:00 p.m.

### AGENDA

1. Apologies
2. Minutes from previous meeting, 11<sup>th</sup> February 2019 (already circulated)
3. Matters arising (other than Action points)
4. Action points:
  - Repairs, maintenance & purchases completed within 2018/19 budget: **TK/BB**
    - External maintenance/ cladding: **PM/TK**
    - Meadow flowers on roof: **TK**
    - Miscellaneous **BB**
  - Work to be undertaken in 2019/20 financial year
    - External doors on tennis court side of Pavilion **PM/TK**
    - Decorating & dates **BB**
    - Deep cleaning
  - Internal maintenance: **PM**
    - Servicing of clocks, boiler & air conditioning
    - Servicing of fire alarms & extinguishers
    - Front door handle
    - Hand dryers
    - Coffee Morning Group: request to replace kitchen shutter
  - Defibrillator & training report: **BB**
  - Acoustics in main room: **BB**
5. KPH update
6. KPC update
7. Any other business
  - Laptops – are they still required? **PG**
  - Utility room & cupboard in main room: **BB**
  - Update of assets & inventory in the Pavilion: **BB**
  - Changing room doors: **BB**

Review of the Risk Assessments: **All**

- Generic events; adult indoor, adult outdoor, children indoor & children's outdoor events.

- First Aid; First Aid Risk assessment, Kit contents & checklist; **BB** in particular
- Legionella; **PM** in particular
- Fire; procedure for testing & record of testing; **PM & BB** in particular
- Coffee Morning & Lunches; **HC & FH** in particular
- Annual Family Fun Day & similar events; **TK** in particular
- WI Afternoon Tea; **FH** in particular

8. Date of next meeting