

KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on Monday 22nd July 2019
in the Pavilion, starting at 7:00 p.m.

AGENDA

1. Apologies
2. Minutes from previous meeting, 15th April 2019 (already circulated)
3. Matters arising (other than Action points)
4. Action points:
 - Repairs & maintenance: **PM/TK**
 - External maintenance/ doors facing tennis courts and kitchen window: **PM**
 - Meadow flowers on roof & roof watering system: **TK**
 - Internal maintenance: **PM**
 - Decoration of hall & toilets (**BB**)
 - Front door handle
 - Kitchen shutter
 - Lights in disabled toilet & other electrical jobs
 - Hot water system – update (need for a timer?)
 - Circulars: **BB**
 - Laptops – feedback from circular: **PG**
 - Utility room & cupboard in main room: **BB/All**
 - Update of assets & inventory in the Pavilion: **BB/PG**
 - Risk Assessments: **BB, TK & PM**
 - First Aid; First Aid Risk assessment, Kit contents & checklist; **BB/TK**
 - Legionella; **BB/PM**
 - Acoustics in main room: **BB**
5. KPH update
6. KPC update: **FH**
7. Any other business
 - Access to changing room toilets: **BB/All**
8. Date of next meeting