

**KINGSTON COMMUNITY PAVILION**  
**Minutes of Committee Meeting, Monday 2nd December 2019**

**Committee Members Present:** Bob Butchart, Bob & Jenny Gayler, Paul Griffith, Fiona Harrison (KPC), Terry Krejzl, Peter Mercer, Jerry Sinclair.

**Apologies:** Hazel Craven, Keith Hicks & Terry Stanley.

**Guest:** Rosemarie Jeffery.

**Minutes:** of the meeting held on 23rd September 2019 were approved by the Committee and signed by the Chairman.

**Matters arising:** (other than Action points):

**Booking Secretary:** JG outlined the key responsibilities of her role as Booking Secretary. There was some discussion regarding payment of booking deposits, which are mostly paid by cheque. TK indicated that a system could be set up for payments online, but at the moment cheques seem to suffice for most people.

**Replacement of JG:** JS volunteered to take over the responsibilities of Booking Secretary, as JG (& BG) will be leaving Kingston in the New Year. He will require some assistance from other members of the Committee, in particular with regard to showing people around the Pavilion for those people booking, who not familiar with it. There is a willingness for other Committee members to help out.

Spare keys, along with a list of key-holders was passed from JG to TK.

JG and JS will meet for JG to make the handover of responsibilities and clarify any questions JS may have. **Action: JG & JS**

A new e-mail address will need to be provided for JS as Booking Secretary & contact details of the Booking Secretary will require updating on the Pavilion website.

**Action: TK**

BG also announced his resignation from the Committee.

***Thanks to JG & BG:*** Jenny has been Booking Secretary for a considerable period of time, from the time the Committee was originally formed and she has made a significant contribution to the smooth running of the Pavilion, as well as providing valuable input at Committee meetings.

Bob has also been an active member of the Committee for a considerable period of time, as well as being Chairman of Kingston Football Club for... probably since the FA was formed.

The Committee thanks them both for this long-standing and excellent service to our community and they will both be greatly missed.

**Action points:**

Repairs & maintenance:

Recent services of equipment:

- The boiler was serviced on 18<sup>th</sup> September
- Fire alarm system & fire extinguishers were serviced & checked the 24<sup>th</sup> September
- The irrigation system was serviced on 14<sup>th</sup> October
- The external Pavilion clock was serviced on 15<sup>th</sup> October.
- The security system was serviced on the 4<sup>th</sup> November

External maintenance/ doors facing tennis courts: it was recently reported that the hinges on the doors facing the tennis courts had been over-adjusted and would only close if the double doors were closed at the same time. **Action: PM** to look into it.

Roof watering system: a new electric control board will be installed when the system is started up again in the Spring. The pump seal will be fixed and re-installed at the same time.

PM is not convinced that we need a new irrigation system at the moment, as many of the issues have been fixed. It was decided that we should have the aforementioned repairs done when the system is re-started and to see how the system fares next year. The system will be re-started on 1<sup>st</sup> March 2020. **Action: PM**

Picnic Bench: no news to report.

Update on heating & hot water system: an engineer from the firm who sell the boilers and which originally installed it has recently been to service the boiler. He said that it was in very good condition and everything was in order.

He was asked to set the temperature to something lower as it seemed very hot (up to 80°C). He told PM that this is deliberate and intended to bring up the water temperature fast. The boiler is quite complicated and uses different programs for the heating of the water in the hot water cylinder and the under-floor heating. It is a complex system and needs to be serviced by a professional. This could be a local firm, which would probably be cheaper than the original installers.

However the hot water cylinder is quite straightforward and the hot water temperature for the taps can be adjusted without problems. No one has changed the settings since we put on a notice asking them not to, and the current temperature seems be suitable.

Legionnaires disease risk assessment & HSL's form: PM confirmed that the above servicing of the boiler, etc had taken place before the Legionnaires risk assessment had been carried out. We have received a complicated form from HSL, which we have been requested to complete and which should be completed under the Authority of KPC. **Action: BB to meet with PM to fill out the form as appropriate and to forward it to JP.**

Disabled toilet door: PM has planed down the door-frame. It is still slightly stiff, due to the door seal, but is now easier to shut.

Handle on veranda door: PM dismantled the door handle/lock and found that the operating shaft has been twisted and snapped off. It must have taken some

considerable force to break it. A spare of the correct type/size has been ordered and will be fitted when it arrives. **Action: PM**

Corridor lights: PM has contacted a contractor to get a light replacement.

Deep Cleaning: a deep clean of the floor in the kitchen, toilets and main hall has been carried out (£269). A further deep clean of these areas was quoted at £84 and will cover everything else (eg inside cupboards, porcelain, paintwork, etc) and will be carried out over the Mondays in December. In addition, the cooker has been quoted for cleaning by a specialist company (£60).

However, JG showed the Committee a cleaning schedule that should be completed by the existing company on a regular basis. It would appear that that all of the above “deep cleaning” should in fact be part of the existing schedule. Consequently, we should check with the existing company what they do and don’t currently do, to make sure that the schedule is being followed and that we are not being charged above, unnecessarily. **Action: BB to send cleaning schedule provided by JG to JP, who will take it up with the cleaning company.**

Fire Alarm: Last week, when testing the fire alarms the panel indicated that one of the "sounders" was faulty. It was the one in the male WC in the changing-room corridor.

Southern Alarms came out straightaway and, apparently, it was a short circuit or an open circuit. They took the sounder off and checked the wiring, which appeared to be okay, although they tightened the connections. When they put it all back together again, it worked again.

Although there are other sounders in that corridor, they recommended that the panel be monitored regularly for a while in case the fault occurs again. BB has checked it daily over the last week and it has been fine.

This occurred in November, only a few weeks after one of the regular services of the system (24<sup>th</sup> Sept). Consequently, should we be charged for this call-out? **Action BB/JP**

Nobody at the meeting could remember if the servicing of the Fire Alarms is 6 or 12-monthly. If they are 6-monthly, can they be reduced to 12-monthly? **Action: JP**

Access to changing room toilets & automatic timer lock: the security alarm system was serviced on 4<sup>th</sup> November & a new programme created to take the changing-room corridor of the alarm system, should we so wish.

Now we just need to sort out an automatic timer lock. **Action: TK**

The point was raised that once an automatic timer lock is fitted, it may be confusing for users to be aware of 2 codes for the Pavilion. It was suggested that it might be best in that case to remove the older, existing code from the programme.

## **2020/21 Budget**

One-off items of expenditure: in addition to previous suggestions, it was suggested that an “out-door gym” might be a useful addition to St Pancras Green, which seemed to be of general interest. There are a group of Ladies who use the Green regularly to keep fit and they will be asked about potential interest in this. **Action: BB**

IT costs for Pavilion website; historical & future: TK has incurred costs in the past setting up the Pavilion website and the server, as well as incurring costs in the future to maintain them. KPC require a detailed company invoice from TK for the past work and a projection for 2020/2021 for the draft budget, by the end of December 2019. **Action: TK**

TK intends to charge the council for these services and consequently will also be required to provide KPC with a regular invoice (at least annually) for service charges, domain registration etc. **Action: TK**

A “Cage barrier”: to be installed in the utility room to prevent unauthorised people getting to the heating system and controls. We need to provide a specific quote by the end of December and subject to a proposal being agreed by the council, it will be funded via the PWLB funds as an improvement to the building. **Action: BB**

Fitting an automatic timer to changing-room corridor door: JP will include provision in the draft annual maintenance budget for the timer and its installation. We need to provide a specific estimate by end of December. **Action: TK**

New roof irrigation system: it was not considered that we need a new system at the current time.

Possible decoration of one wall in main meeting room: a quote has been received from the Lady who decorated the corridor last year.

- Shutter & kitchen wall £160
- Main room end wall including hire of tower (£75): £315
- Total £475
- A 2<sup>nd</sup> estimate is being sought.

It was agreed during the meeting that decoration of one of the main walls was not really required, however, it was agreed to go ahead and make the area around the new shutter good, in the main room and the kitchen on the basis of the above estimate.

**Action: BB**

KPC will include provision in the annual maintenance budget for this. **Action: JP**

The cage surrounding the air conditioning unit: PM checked the cage around the external air conditioning unit and found that the mesh on the top had been pushed in. He removed, straightened and replaced it so that it now fits again. The screws holding

it to the wall are not too good but will serve unless someone is particularly violent with the cage. It was agreed that there was no need to replace this at the current time.

**KPH update:** no report available.

**KPC update:** a report was provided by FH on the proposed wildflower meadow, monitoring of air pollution and the speed survey.

**Any other business**

It was noted that a complaint had been received about lights being left on in the Pavilion overnight, in particular the outside lights. It is not believed that this is a common occurrence.

Defibrillator: the Headmaster of the School has agreed that we can hold another training session in the School, but we are still waiting to hear from SECAMB regarding dates.

Solar panels on roof to replace the current roof: RJ raised this suggestion, given issues regarding the irrigation system. After discussion, it was agreed that before further consideration, we would wait and see how the roof irrigation system works next year.

**Date of next meeting:** 10<sup>th</sup> February 2020 at 7pm in the Pavilion.