

## KINGSTON COMMUNITY PAVILION

### Minutes of the Committee Meeting, 3rd December 2018

**Committee Members Present:** Bob Butchart, Terry Krejzl, Peter Mercer, Terry Stanley.

**Apologies:** Hazel Craven, Bob & Jenny Gayler, Paul Griffith, Fiona Harrison (KPC) & Keith Hicks (KPH).

**Minutes:** of the meeting held on 9th October 2018 were approved by the Committee and signed by the Secretary.

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

**Kettle:** FH had informed us prior to the meeting that there was some real difficulty putting the lid of the large kettle back on at one of the coffee mornings, so the coffee group replaced it using their funds.

**Action points:**

**Estimates for repairs & maintenance for 2019 budget:** KPC inform us that there is £1,000 available in this financial year for the Pavilion to spend on maintenance and other items. Please see the attached sheet, which covers the discussions.

*Post-meeting note: KPC informed us that we can go up to £1500, but this must include defibrillator costs and work on the external cladding.*

Repair of the external cladding is the priority. Follow-up is required regarding sourcing of the sweet chestnut by Martins, which should be installed and left to mature naturally without any coating. The work can be authorised to go ahead in this financial year, but only subject to accurate materials, costings and application.

**Action: TK/JP**

We can go ahead with the hand-dryers, as the Coffee Morning group have agreed to fund these. The order should be for the same hand-dryers as before. **Action: PM**

Should any funds remain after those items of expenditure, then the various miscellaneous items can be pursued.

**Action: BB**

**Meadow flowers on roof:** contact SB.

**Action: TK**

**Hot water warning signs:** laminated signs have been placed in all toilets.

**Internal maintenance: PM**

**Intruder alarms maintenance check:** the 6-monthly check was performed on 12<sup>th</sup> October, as was the 6-monthly check of the fire alarms.

**Roof irrigation:** the Rainwater Guy company turned the system off, made certain repairs and provided a full report in writing. To be turned back on in Spring 2019.

**Action: PM**

**Other servicing:**

Large clock on external wall; December 4<sup>th</sup>.

Clock on internal wall; battery has been replaced.  
Boiler & Air Conditioning; December 6<sup>th</sup>.

**Purchase of cutlery:** no update available.

**Action HC**

**Defibrillator:** 2 electrode pads and 2 “starter kits” have been ordered from the Defib Store (£100), as the existing electrode pads expire at the end of January & April 2019 respectively.

Training: the School are willing to host another training session, however, no feedback has yet been received from SECAMB.

**Action: BB**

**Data Protection update:** KPC have nothing further to report at this stage. It was noted that the Tennis Club are also implementing such a policy (TS).

**Acoustics in main room:** Parker Ceilings visited the Pavilion and provided an estimate along with samples, which were shown at the meeting. The groups view was that this might improve the acoustic situation in the main room. KPC would like a bit more information on where exactly the panels would be fitted (as the collage was supposed to have the same affect) and what difference to the acoustic "readings" that installation of the panels might make. We should also find out if a temporary board could be put in place, to determine what difference it may make. To be followed up with Parker Ceilings & KPC.

**Action: BB**

(N.B. Quotation for the acoustic panelling works to Kingston Pavilion, is as follows: -

1. To supply and install 4 no 2400x1200x40mm Ecophon Solo Rectangles suspended from the soffit on adjustable wire hangers - £1,525.00 plus VAT
2. Alternative to the above, but in Soundsorba Quietsorba panels - £1,635.00 plus VAT
3. To supply 10 No 1200x600x40mm Quietsorba panels adhered to the wall in various locations - £925.00 plus VAT)

**KPH:** no update available.

**KPC update:** this has been covered in the other sections above.

**Any other business:** none to report.

**Date of next meeting:** Monday February 11<sup>th</sup>.