

KINGSTON COMMUNITY PAVILION
Minutes of Committee meeting, Monday 4th June 2018

Present: *Committee members;* Bob Butchart, Hazel Craven, Paul Griffith, Keith Hicks (KPH), Terry Krejzl & Peter Mercer.

Apologies: Bob & Jenny Gayler, Fiona Harrison (recently nominated KPC rep), Vicki Scott, Terry Stanley.

Minutes: of the meeting from 26th March 2018 were agreed and were signed by TK.

Matters arising (other than Action points)

Fire alarm in changing room corridor: the fire alarm in the changing room corridor has been quite stiff the last couple of times that it has been tested. It does work, but needs a really forceful push. Southern Alarms replaced the alarm button in the changing room corridor on Friday 1st June. This new alarm button is different from the other two and requires a special key, which PM placed in the “key box” in the utility store. *Post-meeting note: BB has moved the key for the fire alarm into the folder for fire alarm testing, for convenience. This folder can be found in the filing cabinet in the small meeting room.*

PM has also updated the “fire alarm testing instructions”, a copy of which are also now in the filing cabinet. *Post-meeting note: the new fire alarm has since been tested and works well.*

The other two fire alarms are fine.

Both PM & BB are listed as the key contacts with Southern Alarms.

Acoustics in main room: BB received an e-mail from a resident regarding a potential way of improving the acoustics in the main meeting room.

PG had pointed out that AiRS had included this subject in their FAQs on their recent circular and there were a few suggestions for improving acoustics in Community Halls. BB was actioned to contact Dr Stoddart who apparently provides advice on such issues. **Action: BB**

The Committee also wondered if the £50,000 capital could be used for such a project. **Action: BB** to follow up with JP.

Action points:

Data Protection: TK provided an update on his meeting with JP. In summary, it is the safe-keeping of data which is the key issue for the Pavilion Committee as we do not do anything with the data we hold e.g. we do not carry out any marketing and have no mailing list.

The following wording was reviewed as this is what is proposed to put on the Pavilion website as our Data Protection Policy. The time period of 18 months highlighted below in yellow was proposed, but needs to be verified by Jenny Gayler as being appropriate from her point of view as Booking Secretary. **Action: BB to contact JG**

Post-meeting note: JG confirmed that she deletes all information relating to bookings from her PC, once an event has taken place. Consequently, the proposal of keeping records for 18 months on the website calendar is not an issue for JG.

*"Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service. Your details will only be kept for as long as necessary to provide the service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law. Past event booking records will be retained for **18 (eighteen) months** on the calendar and deleted thereafter."*

Once the timescale is clarified and agreed upon, this will be put on the website.

Action: TK. *Post-meeting note: JG agrees that 18 months is satisfactory from her perspective, however, we need confirmation from JP that we do not require detailed historical information for the Lottery Management at some point in the future (see below).*

It was pointed out that whilst the website was important regarding the new regulations, that the same applied also to more traditional data records. As a result we require clarification on the following points: **Action: BB/JP**

- do we need to keep historical data, about which events have been held in the Pavilion prior to the above-noted 18 month timescale and what numbers attended, for the Lottery Management at some point in the future?
- whether pavilion committee members need KPC email addresses or can keep their personal e-mail addresses for Committee business?
- what about details of tradesmen held by PM and others?
- apparently, the book in which attendees write their names as being present at events may also be subject to such data protection and might therefore need to be kept under lock and key. Is this correct?
- Names and contact details of Committee members are also displayed publicly in and around the Pavilion. Are there any issues with that?

Defibrillator: many thanks to BWB and FH for checking the defibrillator and fire alarms recently. The defibrillator should be visually checked each day, according to the manufacturers instructions and also the SEC Ambulance Service. Once a month, it is switched on for a functional check.

External maintenance/ cladding: no estimate is available yet, as a specialist has yet to be identified. **Action :TK**

Internal maintenance: PM

- **air conditioning units:** the engineers discovered that the units had been switched off outside, accidentally. The switch has now been padlocked in the "on" position, but can still be switched off at the "electric's consumer unit".
- **hand dryers:** it was decided to go ahead and purchase 2 "Airforce hand-dryers" and to approach an Electrician for an estimate for the work to be done. **Action: PM** to provide this estimate to JP for approval.

- **light bollards:** these lights keep “tripping out”. PM will approach the same electrician, as for the hand-dryers, for an estimate to repair them. **Action: PM**
- **Pavilion main hall flooring:** the surface is lifting in 2 or 3 places causing a potential trip hazard. **Action: PM** to repair.
- **thermostats:** now that Summer is here, these have all been turned down, except for the one in the kitchen. **Action: BB** to obtain the “key” to the thermostat. *Post-meeting note: thanks to the Gaylers for turning down the thermostats in the kitchen and the main room.*

PAT testing: PG reported that this had been completed over the Easter weekend. 3 fuses had been replaced and all was now satisfactory.

PL insurance: the French Cinema Club, who meet several times during the Summer, has been confirmed as covered by KPC.

Inventory of cutlery: to be completed at the next Coffee Morning. **Action:HC**

Reviewed Documents: the Safety Guidance, Event of a Fire and Booking Procedure documents were updated after the last meeting and placed on the notice board on 1st April.

KPH update: the floor needs to be replaced and KPH have asked KPC if part of the £50,000 capital could be used to assist in funding of this. The new hiring fees are now in place.

KPC update: comments received from KPC regarding data protection and maintenance have been incorporated elsewhere in the minutes.

Action Group: update not available.

Any other business

Roof Irrigation: the system was switched on about 1 month ago and the leak appears to have stopped. The leak needs to be checked again to ensure it is “fixed.”

Action: PM

Front Door: the lock has a habit of not locking easily in wet weather, however, PM has adjusted the lock and this is now fixed.

Downland Run & BBQ: this takes place on 7th July. For insurance purposes it is important that 1 or 2 Committee members are present at the event. TK will be there, but it would be good to have another present.

Action: All; please let TK know if you can attend.

Hedge along the ramp: this needs to be kept trimmed and will also be cut back in Autumn.

Action: TK

Date of next meeting: Monday 6th August at 7pm in the Pavilion.