

KINGSTON COMMUNITY PAVILION
Minutes of Committee meeting, Monday 6th August 2018

Committee Members Present: Bob Butchart, Hazel Craven, Bob & Jenny Gayler, Paul Griffith, Fiona Harrison (KPC), Keith Hicks (KPH), Terry Krejzl, Terry Stanley.
Apologies: Peter Mercer & Vicki Scott.

Minutes: of the meeting from 4th June 2018 were agreed and signed by TK.

Matters arising (other than Action points)

Fire alarms: all 3 fire alarms are now working satisfactorily & PM has updated the instructions for testing the fire alarms.

Intruder alarms: the intruder alarm has gone off “spontaneously” a couple of times since the last meeting, resulting in a call out on a couple of occasions. However, the alarm was switched off for a few days, then turned back on, and it now seems to be working, as it should. The annual maintenance check should be arranged. **Action: PM**

Hot water: TS received a complaint from a tennis club member that the hot water was dangerously hot. The hot water needs to be set at 60C, in order to prevent Legionnaires Disease occurring. Consequently, warning signs have been placed in the kitchen and in the 2 toilets in the main corridor. These will be laminated. **Action: TK**

Hedge along ramp: it was noted that the hedge has recently been trimmed by the Action Group. Many thanks to them.

Pavilion cleaner: a new cleaner has been appointed. If you need to communicate with him, you should note that he is deaf. He is not able to take any rubbish away with him, however, BB is quite happy to remove it on Monday afternoons. **Action BB**

It was noted that on the day of the meeting, it did not look as though the Cleaner had been in. To be investigated. **Action: TK**

Action points:

Data Protection: a number of documents received from KPC on the new policy have been circulated to the Pavilion Committee.

The brief privacy policy below, which was agreed at the last Committee meeting, and with JG following that meeting, should be uploaded to the Pavilion website.

Action: TK

"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."

TK confirmed that there was no problem with his name and contact details being published in the Pavilion & in the defibrillator cabinet. This means that TK, JG, BB and LW (not a Committee member) have all agreed to their contact details being displayed in the Pavilion.

Potential report for Lottery: apparently the chance of this being requested is considered to be very low. In the meantime BB will record the community groups and others who use the Pavilion, as well as numbers attending each group, where possible.

The old books containing names of participants at Community meetings held in the Pavilion are archived and held by JP.

External maintenance/ cladding: no estimates have been obtained yet. **Action TK**

This and other estimates for repairs and/or maintenance should be provided to KPC for 2019 budgetary purposes by the beginning of October. **Action PM & TK**

Internal maintenance:

- **Hand dryers, light bollards;** have been installed and fixed by the electrician. We await confirmation that the certification of the electrical work has been provided for building regulations. **Action FH/PM**
- **Roof irrigation;** we need to get GRAF out to repair the system on the roof and KPC have a budget for roof maintenance. **Action PM**
- **Other issues;** the floor was repaired by PM.

Inventory of cutlery: the inventory was reported by HC as follows;

- Forks: 77 (48 main & 39 dessert forks)
- Knives: 81 (46 main & 35 dessert)
- Spoons: 77 (14 tablespoons, 33 dessert & 30 soup)
- Teaspoons: 22

It was agreed that some new teaspoons should be purchased. **Action HC**

Acoustics in main room: BB contacted Dr Stoddart, but he retired several years ago and no longer provides advice in an official capacity. He suggested that I do a search on the internet, which I did and I have found details of 3 companies who have worked on improving acoustics in Village & Community Halls. Although this has been looked at on several occasions before, it was agreed that these companies be contacted to see if estimates for improvements could be obtained from them free of charge. PM probably has information on what has been investigated in the past.

Action BB.

JP has previously indicated that it might be possible to use the £50K capital, if it can be classed as an improvement to the fabric of the pavilion.

KPH update: KH outlined the extensive improvements being made to the Village Hall and it was hoped that it would all be completed before pre-school started again after the summer holidays.

KPC update: FH provided an update on the informal play area on St Pancras Green and the desire for mobile speed sensors for Ashcombe Lane/Wellgreen Lane.

Action Group update: none. It was decided to remove this agenda item from future Committee meetings.

Any other business:

- **Unusual repairs and/or maintenance requirements;** these should be provided to KPC for 2019 budgetary purposes by the beginning of October.
Action PM & TK
- **Documents for review:** The Conditions of Use – user information & Booking Policy, including prices for booking private functions, should be reviewed by the Committee at the next meeting. To be circulated prior to next meeting.
Action BB
- **Defibrillator pads;** these expire in January and April 2019, so replacements should be ordered before year end. **Action: BB**
- **Roof:** it was suggested that some meadow flowers on the roof would make it look more interesting and this was agreed. **Action TK to speak to the Action Group.**

Date of next meeting: Tuesday October 9th, 2018 at 7pm.

Signed _____

Date _____