

KINGSTON COMMUNITY PAVILION

Minutes of the Committee Meeting held 9/10/2018

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

Apologies: Hazel Craven, Terry Krejzl.

Minutes: of the meeting, 6th August 2018 were approved by the Committee and signed by the Secretary in the Chairman's absence.

Matters arising (other than Action points)

The thermostat has been set at 20 in the main room & kitchen, 15 elsewhere now that Autumn is here.

Usage of the Pavilion over the last 7 months of 2017. Of the regular events that take place weekly and throughout the year there were 172 events with an approximate number of 1,876 people using the Pavilion, meaning on average 25 events per month or 268 people attending & using the Pavilion each month.

In addition there were 22, 1-off events like birthdays and other celebratory events during the same period, that is approx. 3 per month.

Action points:

Estimates for repairs & maintenance for 2019 budget: FH requested that we provide estimates of exceptional repairs and/or maintenance of the Pavilion to JP, Clerk to KPC, no later than 2nd November 2018. JP already has details of regular routine maintenance. Examples of such items were provided by FH, as follows:

Pavilion web-site costs:	Action: TK
Servicing glass doors	Action: PM
Deep clean requirements	
Decorating	Action: TK/BB
External cladding: repair and/or replacement	Action: TK
Roof irrigation system: repairs	Action: PM
Replacement of equipment	Action: All
First Aid box contents	
£20 for replacement of items, as they are used or expire.	Action BB
Defibrillator pads x2	
£30 for 2 pads December 2018	Action BB
Hall Mat replacement	Action: TK/BB
Potential improvement of the acoustics in main room.	Action: BB

Should you think of anything else please let BB & TK know, so that KPC can be informed before 2/11/18.

Action All

External maintenance/ cladding: Estimates for maintenance and repair of the external cladding are required. It should also be noted that the cladding needs repair, as there is a hole in the wall of the cladding facing the bungalows. **Action TK**

Meadow flowers on roof: no feedback available. **Action TK**

Lamination of hot water warning signs: not yet done. KH indicated that he had a laminator, which could be borrowed. **Action TK**

Pavilion cleaner: the new cleaner appears to be doing a satisfactory job of cleaning the Pavilion.

Internal maintenance: PM

- **Air Conditioning Units:** these have been checked again and are working satisfactorily.
- **Fire Alarms:** these were tested by TK, PM & BWB during BB's holiday. PM reported that the button next to the emergency exit seemed a bit stiff the first time he used it, but was okay when pushed a 2nd time and also the following week. Nobody else reported any issues. BB has since tested the alarms on 3 occasions and they all are working satisfactorily.
- **Intruder alarms annual maintenance check.** PM reported that Red Alert visited the Pavilion on Wednesday 25th April and carried out a service, however, at 1:30am following the meeting TK and BB were contacted to say that the intruder alarm had gone off.

Post-meeting note: TK & LW were called out last week also. This has been followed up and Red Alert will service the alarm system on Friday 12th October. LW has been taken off the list of contacts. **Action BB**

- **Hand dryers.** These seem to be very efficient and are appreciated by users. PM suggests that we replace the two remaining ones, one of which does not seem to work, as it should. The Coffee Group funded these 2 hand-dryers to the tune of £559. Their generosity is greatly appreciated. **Action PM**

The query raised about the electrical certification has been resolved. Certification is required for fresh installations, but apparently not for straight replacement of an existing appliance.

- **Light bollards.** The lights are working and the hedge trimming carried out recently means they shine light onto the path.
 - **Roof irrigation repairs.** The engineer from GRAF came down on August 24th and checked the roof over. Confirmed sprung joint in piping and located another leaky pipe. Sorted the problems out. PM asked him to bring some pipe clips down on the next visit (they will need to be reminded) so that they can be fitted. The pipes are currently just a push-on fit.
- **Purchase of cutlery:** no update available. **Action: HC**

- **Review of documents:**
 - **Conditions of Use - user information:** several comments have been incorporated and the new, updated text will be circulated separately.
 - **Booking Policy:** several new comments were incorporated and the new, updated text will be circulated separately. After discussion, it was agreed not to increase booking fees at the current time, but to review them in 12 months time.

Post-meeting note: the updated documents were circulated and put up in the Pavilion on 15th October.

- **Defibrillator:** 2 electrode pads will cost £30 and if in stock will take only days to be delivered. BB proposed ordering them beginning of December to maximise shelf-life. Payment by card or bank transfer should be made before delivery.

Postcode & phone number on cabinet. The Defib store was asked why these might be noted on the cabinet and they are not sure of the significance of filling this in. The most important aspect is to notify the local ambulance service and, indeed, the defibrillator has been registered with SECAmb. SECAmb have also been asked why these might be noted on the cabinet, but have not responded yet. However, completing the postcode & number is probably used for SECAmb to identify it and give the lock combination if it is a “locked cabinet”. (N.B. the Pavilion’s cabinet is not locked).

A new training session is in the process of being organised and the School have agreed to host it once again. We are awaiting a response from SECAmb.

Action BB

- **Data Protection update:** KPC have adopted 2 further policies, which should be read as they are relevant to the Pavilion Committee. These were circulated to the Committee on 7/10/2018.
 - Subject access policy
 - Privacy notice for staff, councillors and role holders
- **Acoustics in main room:** BB contacted 3 companies:
 - one no longer seems to exist
 - 2nd will not tell us the solution until we accept their proposal and pay
 - 3rd sounds more promising, requesting dimensions of room, photos and our budget.
 - BB attended the *West Sussex Village Halls & Community Buildings Conference 2018* last week, which proved to be very interesting and informative. In particular BB spoke to a couple of people who have successfully improved the acoustics of their Village Hall. It was agreed that visiting some other halls to see what they had done would be useful.

Action: BB

The acoustics have been looked at in the past and improvements were made, which were not entirely successful, so there is some scepticism about the ability to further improve the acoustics in the main room.

KPH update: KH outlined the substantial improvements, which have been made to the Parish Hall, as well as ideas for further improvements. Feedback has been positive.

KPC update: FH indicated that any likely exceptional costs required for the Pavilion in 2019 should be provided to the KPC Clerk before 2nd November and a list of possible items was provided. (See above under Action Points; Estimates). Also, a complaint about the smell coming up from the drain in the “Away Changing Room” has been received. It is thought that a bucket of water needs to be poured down the drain on a regular basis.

Action BB will do this for a period to see if there is any improvement. It was also mentioned that there have, apparently, been issues with the supply of toilet rolls before and after planned events. **Action: BB** will check regularly.

Any other business: the Booking Secretary reported that there had been a request for a New Year’s Eve party to be held on Hogmanay. As just noted in the review of the Booking Policy, the Pavilion is licensed until midnight only, consequently, it would not be in line with the Pavilion’s License or Booking Policy. A vote of 7 against and 1 abstention was noted and so the booking should be declined. (N.B. The identity of the “booking”, was known only to the Booking Secretary). It was also noted that the Parish Hall can cater for such events and is, apparently, available.

Date of next meeting: the next meeting is scheduled for Monday 3rd December at 7pm.

Signed.....

Date.....