

KINGSTON COMMUNITY PAVILION

Minutes of the Committee Meeting, 15th April 2019

Committee Members Present: Bob Butchart, Paul Griffith, Fiona Harrison (KPC), Peter Mercer, Terry Stanley.

Apologies: Hazel Craven, Bob & Jenny Gayler, Keith Hicks (KPH), Terry Krejzl .

Minutes: of the meeting held on 11th February were approved by the Committee and signed by the Secretary.

Matters arising: (other than Action points): there were none.

Action points:

Repairs, maintenance & purchases completed within 2018/19 budget

External maintenance/ cladding: The cladding work has been completed. The wooden slats that were damaged were replaced and the cladding on the whole building was inspected and any loose pieces were nailed down.

The sweet chestnut was fairly hard to get hold of and it had to be machined to the correct size, which took a while to source and cut. It was supplied by Wenban-Smith (tel: 01273 472495 www.wenbans.com).

Future work: they noticed that the kitchen window needs sanding and re-varnishing. The end doors facing the tennis courts also need some attention. One door in particular needs some renovation. To get to this door will probably mean all the doors have to come off, as they are all hinged together. TK reported this to PM and it was suggested getting Tom Fry to have a look. **Action: PM**

For information, the original doors were supplied by Jeld-Wen of Canberra, Australia. And the English agents for the manufacturer were:

Centor Europe Ltd
Unit 10, Monkspath Business Park
Highlands Road, Solihull
B90 4NY United Kingdom
t +44 (0)121 701 2500
f +44 (0)121 701 2515
mail@centor.eu

Meadow flowers on roof: regarding the roof, TK is chasing a few gardeners for relevant species to plant there. TK is happy to go up there, prepare the soil and seed or plant as appropriate, which should be done in the next few weeks. **Action: TK**

Miscellaneous:

- 3 colour-coded mops and handles, with the same colour codes as before, were purchased.

- 5 entrance mats were purchased. 3 large grey ones for the corridors and 2 small brown ones for the main meeting room
- A large broom was also purchased to replace the old one, which was worn out.
- Post-meeting note: a remote control for the TV was also purchased.

Work to be undertaken in 2019/20 financial year

External doors on the tennis court side of Pavilion: See above. **Action PM.**

Decorating & dates: the Decorator will start on the main corridor and the 2 toilets in the main corridor on Wednesday 24th April and she has provided a certificate of liability insurance.

Usage of the Pavilion main room on those dates is as follows:

- 24th; evening booking (Bridge)
- 25th; evening booking (Bridge)
- 26th; afternoon booking (Craft)

If need be, BB can let those groups in directly through a door from the main room itself and they can use toilets in the changing room corridor away from any wet paint. The decorator will recommence on Monday 29th in the afternoon (2pm) after the Cleaner has finished and if necessary will continue work on Tuesday 30th and/or Wednesday 1st May.

KH has asked to hold the Village Hall Committee meeting on 29th evening. That should not be a problem from a decorating view-point. *Post-meeting note: this is no longer required.*

The opening and closing of doors, etc can be organised as appropriate. **Action:BB**

Deep cleaning: According to the minutes of 3/12/2018, it had been decided to deep clean the floor in the main areas (i.e. main room, kitchen & main corridor), with an estimate of £269. Apparently this should be organised through the existing cleaners.
Action: JP

Internal maintenance

Servicing of clocks, boiler & air conditioning: it was confirmed that the clocks were serviced on 4th December, the boiler on 6th December 2018 and that the air conditioning did not need servicing.

Servicing of fire alarms & extinguishers: the Engineer came and did the check on Friday 22nd March. There were no problems.

Front door handle: The front door handle was heavy enough to drop under its own weight and allow the door to blow open when unlocked. PM dismantled the lock, replaced the spring with a stronger one and re-assembled it. It now works okay.

Hand dryers: the new hand dryers were installed and are working. Many thanks to the Coffee Morning Group for their continued support.

Coffee Morning Group request to replace kitchen shutter: PM contacted East Sussex Fire Brigade to explain the problems, which we have had with the kitchen

hatch and asked them if it would be alright to replace the hatch with a non fire-resistant one. They said that this should be perfectly okay, so we now need to decide what type of shutter to have installed, however, it was agreed, generally, to have a light, pull-down type of shutter.

Action: PM

The Coffee Group have offered to fund the shutter, but we need to know what their budget is.

Action: BB

Lights in Disabled toilet: two of the light bulbs in the toilet had failed and have now been replaced. Also, the lights there keep coming on in windy weather and also when someone opens the front door. PM suggested that we replace the current ceiling sensor with a sealed unit, which should help remedy (or at least reduce) the problem. Cost is £41. It was agreed that we should go ahead with this and have it installed by a qualified electrician.

Action: PM

Toilet cistern: it had been reported that the toilet cistern in the same toilet was very slow filling. PM dismantled the flush and fixed it, so that it now works properly again.

Clock: PM put the Main Room clock forward for daylight saving hours.

Roof irrigation system: The Rainwater Guy (formerly known as GRAF) came down on the 11th of April to service the roof irrigation system and switch it on. They also replaced all the roof hoses, as the old ones were in poor condition. The new organisation seems much more efficient than previously and provided a detailed report of all the work done.

Security Alarms: a service was carried out on Thursday 11th April.

PM has been kept very busy recently. Many thanks for all your efforts.

Defibrillator & training report: the training session on the 11th of March was attended by 31 people from Kingston, Iford & Swanborough. 2 could not attend due to illness and 6 people were not able to attend due to the limit set on numbers. Consequently, another course will be organised in 6-12 months time.

A yellow sticker has been placed on the defibrillator cabinet, so that it now says “ Call 999” rather than “Call 999 for access”.

Acoustics in main room: BB contacted Parker Ceilings again as they had said that Echosorb would visit the Pavilion to have a look directly and provide advice. The local rep had left Echosorb, however, so Parker will follow up again with Echosorb.
Action: BB to follow up.

FH also mentioned some “transparent flags”, which she had seen used in another village hall to improve the acoustics.

Action: FH to follow up.

Post-meeting note: the flags on the ceiling, in the hall in question, are apparently for decorative use only and don't help the acoustics.

KPH update: none available, although they would like to book the evening of Monday 29th April for their next meeting. *Post-meeting note: this is no longer required.*

KPC update: the Annual meeting will take place on 24th May at 7:30pm. A report will be required from the Pavilion Committee for that meeting. **Action BB/TK.**
Post-meeting note: BB can prepare a report, but will not be able to attend the meeting itself.

Three KPC members have been re-elected unopposed and there is a new Councillor also elected unopposed.

Any other business

Laptops: are they still required? PG indicated that the current PC's we have are fairly old and slow. According to JG, the laptops are still used by several clubs, so it is necessary to keep them.

The batteries in at least 2 are dead so they can only be used when plugged in. In order to determine if it's worth replacing the batteries, it was proposed that a circular be sent out to the User Groups to see if they needed to have these PC's available, or if they could use their own PC's. It would appear that there is no PAT issue with the User Groups using their own PC's. **Action: BB** to send out circular.

Utility room & cupboard in main room: these have been tidied up recently and have been kept this way for the past month. The Craft Club would be happy to place their materials in the cupboard in the main room if they had access to it, however, there are a lot of "paper goods" stored in the utility room, which might be better placed in the cupboard in the main room.

Action: BB/FH to review this with the Coffee Group on 7th May. *Post-meeting note: a further review is required with JG before any action taken.*

Coat-hooks: it has been suggested by the Coffee Morning Group that some coat-hooks be placed in the main corridor. It was agreed that there was space on the wall between the two toilets and this will be looked in to. **Action: BB** to organise.
Post-meeting note: According to JG, the question regarding coat hooks in the corridor has been discussed before, but it was stated that this could be a possible fire hazard. That is, nothing should be placed in the main corridor that could impede the evacuation of the Pavilion. Consequently, no action will be taken on this subject.

Update of assets & inventory in the Pavilion: this update will be performed by PG for the technical equipment and by BB for the rest. The deadline by which this is required will also be clarified (FH). **Action PG, BB, FH.**

External doors: apparently two of the external doors to the main room have been left unlocked a couple of times and also the external door to the changing room corridor. A circular will be sent to the User Groups to remind them to lock all doors on leaving the premises. **Action: BB**

Review of the Risk Assessments:

A number of generic risk assessments and specific risk assessments have been made in the past for events held in the Pavilion. The last time these were reviewed was in 2016, so these were reviewed again, with the intention of finalising them for the annual KPC meeting in May.

BWB signed some of these initial risk assessments, so it was proposed and agreed that BB & TK should sign most of the updated assessments.

BB had made some modifications to the assessments before circulating them and the proposed changes were highlighted in the pdf documents circulated.

Feedback had been received from JG, PG, FH and PM prior to the meeting and some further changes were discussed and agreed during the meeting.

- Generic events; adult indoor, adult outdoor; the versions circulated were agreed.
- Generic events; children indoor & children's outdoor events. Additional comments were incorporated, regarding electric socket covers and the switching off of the trip switch for the external electric sockets, except when specifically required.

To be signed by BB & TK.

- First Aid; First Aid Risk assessment, Kit contents & checklist; minor additional comments were incorporated.

Back in November 2017, the First Aid Kit was replaced by a new one to which BB added blister plasters, antiseptic cream and a spray antiseptic, to be used for scrapes and cuts. The list of contents was also updated and a check-list created. The original assessment indicates that no creams nor sprays were in the first aid box, because these should not be used for the treatment of burns. However, it was agreed to keep the antiseptic cream and spray and to include a warning note inside the first aid kit regarding treatment of burns.

To be signed by BB & TK.

Post-meeting note: in a review by BB/TK for signature it was thought best to include the defibrillator within this Risk Assessment.

- Legionella; the version circulated was agreed, but we should check that the cleaner does draw off water from the showers each week as part of their routine. **Action:** FH, and PM to double-check the wording and when the last annual check was made.

To be signed by PM and BB or TK.

- Fire; procedure for testing & the record of testing; the version circulated was agreed.

To be signed by PM and BB or TK.

- Coffee Morning & Lunches; the version circulated was agreed.

To be signed by BB & TK.

- Annual Family Fun Day & similar events; the version circulated was agreed, with deletion of reference to plastic glasses.

To be signed by JP & TK.

- WI Afternoon Tea & similar events; the version circulated was agreed.

To be signed by BB & TK.

Post-meeting note: in a review by BB/TK for signature, it was not thought necessary to have a separate Risk Assessment for this type of event as it was covered by the “generic risk assessments”.

Action: BB to circulate the final risk assessments separately and to meet with TK to have the risk assessments signed.

Date of next meeting: the next meeting to be held in the Pavilion on Monday June 24th at 7pm.

Action: BB to confirm with TK. *Post-meeting note: BB has confirmed date with TK, but also needs to confirm it with BG & JG.*