

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 25th JULY 2016

Present: Bob Gayler, Jenny Gayler, Hazel Craven, Paul Griffith, Bob Butchart, Beverley Wakeford-Brown.

Apologies: Vicki Scott, Terry Stanley, Keith Hicks, Terry Krejzl, Peter Mercer, Jeanne Petersen, Tracy Szekely. Cliff Parrott has left the committee as he has moved away.

Minutes: The minutes from the meeting on 16th May meeting were approved.

Matters arising (other than Action points): none

Action points:

Booking Secretary's email (PG): JG's email appears to be working correctly now.

Cricket team photos (PM): Photos have been mounted on the corridor wall. It is a pity that the frames are of different sizes.

Toilet open rota (TK): No progress **Action:** TK

Updated Ts&Cs & Booking Secretary's email on website (TK): No progress **Action:** TK

First Aid event (BWB): Seventeen people have now registered. BB and Carole Butchart will also take part. BB agreed to open the pavilion and lock up after the courses.

Hearing Loop (BWB): The loop was tested at a Travel Club meeting and found not to be of any use.

Collage (TK): No progress **Action:** TK

Internal maintenance (JP): Date for starting the decorating and resticking of flooring has been set as Saturday 6th August. JG, BB and BWB will attend on Friday 5th August to remove all items from the wall. BB will be available to let the decorators into the pavilion.

Specific risk assessment for Coffee Morning Lunches (HC): HC & Diana Arlett have considered extra issues relating specifically to the Coffee Morning group, mainly involving the kitchen. It is recommended that no more than six people should be in the kitchen at any one time. Also, on recommendation from a fire officer, the kitchen equipment has been rearranged such that the microwave and cooker are not adjacent. HC comments that the fire extinguishers appeared to be out of date. BWB assured her that the equipment has been checked appropriately despite the dates not being written on the equipment.

Problems with laptop 1 & dongle (JP/PG): All laptops have now been updated to Window 10 and are at PG's home whilst being updated. Problems continue with the dongle as it is now obsolete and updated drivers are not available. PG agreed to purchase an HDMI cable for the pavilion so that the computers can be directly wired into the TV. **Action:** PG

Checklist for booking conditions often missed! (JG/TK) No progress **Action:** TK

Defibrillator (BWB): No progress **Action:** BWB

Picnic bench (TK): No progress **Action:** TK

Table tennis tables (KH): No update from KH regarding the Parish Hall tables but JG commented that she was horrified to see the suggestion that the changing rooms be used to store table tennis tables and reiterated that the changing rooms are used by the football teams and should not be used as a store. On inspection, the rooms are too small for the tables anyway.

Review of Downland Race & Family Day

There was a poor turn out for the run with only seventeen competitors but the event as a whole was well attended. The sale of beer, wine, tea & cakes covered the costs of the event.

It was noted that late arrangements for catering meant that the WI members were relied upon to provide cakes, only a few weeks after their efforts for the village fete. This is unreasonable and next year a team should be organised from within the families who attend the event.

JP has requested that TK confirm the status of the Harvey's invoice. **Action:** TK

KPH update

KH had asked that the committee be told of the increasing hours for Pre-School. They will operate every weekday until 3pm. WI Pilates have agreed to change their bookings from 2pm to 3.30pm.

Steering Group update

No update available.

Open changing rooms as party cloakroom & extra toilets

A comment had been received from someone hiring the main room for a party that there was nowhere to hang coats and that coat hooks should be fitted in the corridor. JG said that hirers are always offered the away team changing room as a cloakroom. Hooks will not be installed.

Parking for events - which side?

Clarification had been requested for which side of the road visitors should park on St Pancras Green - house side. This is in the Ts&Cs.

Hire of BBQs - funds raised?

BBQs have been hired out at a charge of £40. It was confirmed that this should be paid in to KPC.

Extra chairs - which colour? (royal blue, black, burgundy)

It was agreed that Coffee Morning group would be asked to purchase six new chairs, of the armless design, at £75 each in royal blue. These will be kept in the small meeting room so that colours are not mixed! **Action:** BWB

External maintenance - grounds, drains, verandah, windows, lights, noticeboard, windows.

It was noted that Lionel & Sylvia Ward have given much time to the pavilion in terms of external maintenance, and that some of the work is already on the cleaning schedule. The verandah should be swept each week and window cleaning should be on the occasional cleaning list. JP will be asked to pursue this with the cleaner. Also some grounds maintenance should be arranged. **Action:** BWB/JP

Committee membership - Cliff Parrott has left

Cliff Parrott has now left the village and new committee members are needed, particularly as residents' representatives. Paul & Debbie Tidy were suggested and will be approached. **Action: BWB**

Any other business

None.

Date of next meeting

Monday 26th September 2016 at 7.30pm in the pavilion.