

**KINGSTON COMMUNITY PAVILION**  
**Minutes of Committee Meeting, Monday 23rd September 2019**

**Committee Members Present:** Bob Butchart, Bob & Jenny Gayler, Keith Hicks (KPH), Rosemarie Jeffery (KPC), Terry Krejzl, Terry Stanley.

**Apologies:** Hazel Craven, Paul Griffith, Fiona Harrison, Peter Mercer.

**Guests:** Andrew Bennett (Alpha Heating), Jerry Sinclair.

**Minutes:** of the meeting held on 22<sup>nd</sup> July 2019 were approved by the Committee and signed by the Chairman.

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

**Action points:**

- **External repairs & maintenance:**

***Update on boiler, hot water system & legionella risk***

Andrew Bennett from Alpha Heating had recently looked over the boiler and hot water system and has indicated that Alpha would be able to service and maintain the system. He has provided an estimate for the work involved.

Alpha also use a company to carry out Legionella Risk Assessments to BS8580 to comply with HSG274, which apparently are recently introduced regulations. It was considered that having an up-to-date professional risk assessment was a good idea, but nobody at the meeting was able to clarify how the 2014 risk assessment had been arrived at.

It was thought that Alpha Heating would be convenient (being local) to carry out future servicing and maintenance of the boiler and heating.

**Actions:**

1. To enquire into how the 2014 risk assessment for legionella was arrived at by asking PM & BWB. **Action: BB**
2. Carry out a Legionella risk assessment to BS8580 to comply with HSG274 if considered necessary after the above enquiries. **Action: Committee** to request Alpha's sub-contractor, if necessary.
3. Alpha would be willing to review the Committee's current risk assessment. **Action:BB**

JP has already indicated that she will confirm that the cleaner is indeed carrying out the water running checks and the changing corridor hot taps as part of the cleaning routine every week.

PM had provided an update, as follows. He has set the thermostat to give a temperature of about 50°C at the taps. This is high enough to avoid the possibility of Legionaries disease but not hot enough to scald.

In addition to the cylinder setting, the boiler was running at too high a temperature (80°C). An engineer from the firm who sell the boilers and who originally installed this one has recently been to service the boiler and set the temperature to something more reasonable. PM will circulate details shortly.

*Doors facing tennis courts and kitchen window.* No update is available

**Roof watering system:** is not working. The engineer from The Rainwater Guy came and he got it running, but thought that the electronic control board was faulty. He suggested that if it stopped again, it would indicate that a new board was needed and it has stopped again!

It is recommended that the board should be replaced. As we are out of the Summer and the roof should now be okay without irrigation at present, it is suggested that the Engineer combine this with the shut-down for Winter, which will save an extra visit fee. JP agrees. **Action: PM** to arrange.

This might need to be co-ordinated with any potential Legionella checks.

**Picnic Bench:** the 'picnic' bench had 2 metal bars anchoring it to the ground and has been twisted out so they are no longer in the ground. It is the one next to the tennis court and will be repaired. **Action: JP**

- **Internal maintenance:**

**Front door handle;** Surelock Solutions have fitted a new handle with a stronger spring and it is now okay.

**Kitchen shutter;** Sussex Blinds have manufactured and installed the blind. Feedback from the Coffee Morning seems to be positive.

The engineer, who fitted it, advised against switching it on and off rapidly as this could reset it to factory settings, which would mean that it did not stop when fully open or closed. It would then need to go through a reprogramming sequence to re-establish the limits. PM has put a notice above the socket asking that people do not switch it off after use.

There will need to be some making good, where the original hinges etc., were.

The old shutters are in the Utility room and they can be removed. **Action: BB**

**Corridor lights & mains socket floor boxes:** failed bulbs have been replaced. The new, sealed sensor appears to have improved things. PM will contact Robert Oglieve regarding replacement of the corridor light.

PM has fitted a wooden block where the flap is missing on the floor-box, to remove the trip hazard. He has also made two new metal loops to allow the box lids to be opened as the original ones have disappeared.

**Left-hand door in main room (as you look out over the Green):** the handle to the door is broken, so that it no longer unlocks and it requires repair. **Action: PM**

**Disabled toilet:** the door to this toilet is quite stiff and difficult to open. It probably needs to be “shaved”. **Action: PM**

**Deep Cleaning:** this is being organised with the Cleaning Company. **Action: JG**

**Access to changing room toilets/automatic timer lock:** the Council’s insurers responded regarding the alarm and access to the toilets; “If the Council decided to allow access to the WC’s to the public then this would not affect the insurance policy. It is not an insurance requirement for the building to have an alarm, so this would be acceptable to the insurers.”

So this would mean that we could take the corridor off the alarm and put an automatic lock in place on the corridor’s external door, which would be on a timer.

The following questions were raised about the Pavilion Insurance. **Action JP**

- Do the Pavilion insurers know that the Pavilion has an alarm?
- Is it not a condition of our insurance policy to have an alarm set, once locked up?
- Would this affect our premiums?

Cost of modifying the alarm system should be looked into, as well as enquiring about costs of putting an automatic lock timer in place on the external changing room corridor door. **Action: TK**

**Ideas for use of St Pancras Green:** in addition to previous ideas mentioned at the last meeting the new ones raised were; a small, single goal with a small area of astroturf in front of the goal, plus trampoline dodge-ball.

**2020/21 Budget:** the following items were suggested.

- A “Cage barrier” to be installed in the utility room to prevent unauthorised people getting to the heating system and controls. **Action: BG** to investigate feasibility.
- Fitting automatic timer to changing-room corridor door/ taking corridor off the alarm system.
- New roof irrigation system, as the current one rarely works well.
- Put funds aside for acoustics if anything suitable is identified
- One new PC
- Possible decoration of one wall in main meeting room.

**Review of documents:**

Booking Policy: no changes were proposed. KH will let the Committee know if the Pavilion’s pricing for private functions has any negative impact on Village Hall bookings. Final version will be circulated separately. **Action:BB**

Conditions of use – User Information: proposals were made to change the added wording under “3. Keys” & “7. Cleaning”. Final version will be circulated separately. **Action:BB**

**Acoustics in main room:** RJ will continue to investigate possible new avenues to improve the acoustics of the main meeting room. Information on previously investigated potential solutions has been provided to RJ, so that we do not re-invent the wheel. Once RJ has identified potential new solutions, she will discuss them with BB. **Action: RJ**

**KPH update:** KH thanked KPC for support in funding some of the recent improvements made to the Village Hall. He had also noticed that we have a photo of the Village Hall on one of our notice-boards and would like a copy. It was suggested that he contact the History & Heritage group.

**KPC update:** RJ provided an update on some recent KPC news, including work done on reviewing the previous attempts at improving the acoustics.

### **Any other business**

It was confirmed that JS wishes to join the Pavilion Committee and he was very much welcomed to join us.

Annual Conference of Village Halls (AirS): nobody at the meeting expressed an interest in attending, with the possible exception of KH.

A newspaper article about the Kingston football trip to Germany has been taken down. It had been there for several years and its presence is greatly missed.

It was noted that during a recent private party for children, one individual (who is not a Committee Member) had entered the Pavilion meeting room and the organisers of that function had complained to the Booking Secretary. **Action: BB** to speak to the individual concerned.

Utility room: there are still a number of items in the utility room taking up unnecessary space. This will be reviewed once again with a view to tidying it up. **Action: BB/JG** to review together.

**Date of next meeting:** Monday 2<sup>nd</sup> December at 7pm in the Pavilion