

KINGSTON COMMUNITY PAVILION
Minutes of meeting, Monday 26th March 2018

Present: *Committee members;* Bob Butchart, Bob Gayler, Jenny Gayler, Paul Griffith, Keith Hicks (KPH), Peter Mercer, Tony Wheeler (KPC).

Apologies: Hazel Craven, Terry Krejzl, Vicki Scott, Terry Stanley.

Minutes: of the meeting from 29th January 2018 were agreed and signed by BB.

AiRS: Mrs Chiara Vagnarelli has recently been appointed the AiRS “Village Agent” responsible for Lewes and district, including Kingston. Their role is to support rural communities in any way they can and she outlined a number of different local projects that they have supported in recent times e.g. neighbourhood schemes. Some literature was left in the Pavilion.

AW asked whether we were members and it was confirmed that we are, however, our category of membership could not be confirmed at the meeting. *Post-meeting note:* it has been confirmed that we subscribe to the Village Hall Service.

AW also indicated that AiRS participation at the April annual meeting might be worthwhile. AW to follow up on this directly, if appropriate. **Action: TW**

Matters arising (other than Action points): contact list: this is now displayed on the notice board with contact details of BB, JG, TK & TS.

Action points:

Defibrillator training: a training course was held at the school on 6th March. 38 people attended the course, run by SECAmb and Seaford Responders, who received donations of £188 on the night. Thanks to SECAmb, the Seaford Responders and to Andrew Dobell, Headmaster at the school for organising and running the training session.

Thanks also to KH for offering to check the defibrillator.

External maintenance/ cladding: an estimate for the cladding work is not yet available. **Action: TK**

Internal maintenance; air conditioning, hand dryers, etc: with regard to funding of the hand-dryers, FH had confirmed that the £50K capital budget cannot be used, but KPC has funds for maintenance of the Pavilion, which could be used. PM has sent a list of hand-dryers and costs to everyone to review for the 2 gents toilets. Some of them seem expensive (e.g. Dyson), but we need an effective hand-dryer. TW offered to check on the makes used at Gatwick, which apparently are reliable and good value. **Action: TW**

The air-conditioning units seem dead and a service has been organised. **Action: PM**

The light bollards at the top of the external steps and the movement-trigger light have not been working properly. It appears that the bollard lights keep “tripping out”. An electrician will be contacted.

Action: PM

PAT testing: it has been arranged to have this done over the Easter weekend. PM to provide his key to PG.

Action: PG

PL insurance: the Community Lunch Club have been noted by KPC as needing to be covered specifically by their PL policy as they meet every 2 months. Group AGMs can be classed as one-offs, so are automatically covered.

Clarification of PL insurance for Tennis and Football clubs: KPC own the tennis courts, so they cover PL insurance, however, the tennis club contributes towards the cost of the insurance. The tennis club would also be covered by KPC insurance inside the Pavilion.

The Football Club have their own PL insurance, but if there was an incident and it was a problem with the fabric of the Pavilion, then KPC PL would cover it as for other groups.

Inventory of cutlery: not yet available.

Action HC

Review of Documents: a number of comments were made on each of these documents. They will be revised in line with comments made and circulated separately, in particular, as TK was not present.

Action: BB

- Safety Guidance
- In the Event of a Fire
- Booking Procedure

KPH update: KH reported that the booking fees are being increased for the Parish Hall, following the installation of the central heating. The new fees and an on-line booking are available on the KPH web-site. Booking fees for the Pavilion should be discussed at the next Pavilion Committee meeting.

Action: BB

KH reported that, unfortunately, the Village Fete would not be held this year. If anyone would like to volunteer to help organising this event in the future, please contact KH.

The next KPH Committee meeting takes place on 16th April.

KPC update: TW reported that the Pavilion report and its request for PL insurance of the Community Lunch Club were approved at the March KPC meeting.

There was nothing further to report on the idea of “herring-bone parking” outside the Pavilion near the cottages.

Action Group update: no report available.

Any other business:

Fire alarms; have been checked monthly on a regular basis, but JP has indicated that they should be checked weekly. This has been commenced on a weekly basis towards the end of March.

Action: BB

Data Protection: BB summarised the situation regarding Data Protection, as provided by JP.

From 25th May 2018, new General Data Protection Regulations come into force, which give individuals the right to know what data is held about them, how it is collected, stored and used.

Local authorities including Parish Councils will be subject to these regulations and as a committee of KPC, these regulations will apply to the Pavilion Committee, its members and its website.

KPC will lead on this and FH & JP attended a training workshop with the Sussex Association of Local Councils. TK and BB were asked to attend training and BB volunteered.

At the recent KPC meeting, JP was authorised to go ahead and engage the services of an independent Data Protection Officer and JP will be the primary contact with that person. Once that person is appointed, they will inform KPC about the necessary policies and guidelines going forward.

The pavilion website will need to be compliant with the capture of data from people making online bookings and the transfer and storage of that data as far as JG, the Booking Secretary, is concerned.

Consequently, JP requires a break down of the process for making an online booking and/or a booking by other means. Also, what records are kept; how, where and for how long? JG indicated that most of the data aforementioned is captured through the web-site and as such TK is the key person to involve.

Action: TK, BB

Once we have that information, we can determine what, if anything, may have to change. JP will advise us on all compliance requirements in due course.

During the discussion, the following questions were raised:

- What about details, for example, of trades people who are approached by PM, regarding repair and maintenance of the Pavilion?
- What about the Parish Hall; do they also need to comply?
- Do Committee members require separate e-mail addresses from their own personal ones ?

Action:JP

Date of next meeting: Monday June 4th at 7pm in the Pavilion (to be confirmed by TK)