

KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on
Monday 25th July 2016 in the Pavilion starting at 7.30 p.m.

AGENDA

- 1) Welcome & apologies
- 2) Minutes from previous meeting (16th May 2016 - already circulated)
- 3) Matters arising (other than Action points)
- 4) Action points:
 - a) Booking Secretary's email (PG)
 - b) Cricket team photos (PM)
 - c) Toilet open rota (TK)
 - d) Updated Ts&Cs & Booking Secretary's email on website (TK)
 - e) First Aid event (BWB)
 - f) Hearing Loop (BWB)
 - g) Collage (TK)
 - h) Internal maintenance (JP)
 - i) Specific risk assessment for Coffee Morning Lunches (HC)
 - j) Problems with laptop 1 & dongle (JP/PG)
 - k) Checklist for booking conditions often missed! (JG/TK)
 - l) Defibrillator (BWB)
 - m) Picnic bench (TK)
 - n) Table tennis tables (KH)
- 5) Review of Downland Race & Family Day
- 6) KPH update
- 7) Steering Group update

- 8) Open changing rooms as party cloakroom & extra toilets
- 9) Parking for events - which side?
- 10) Hire of BBQs - funds raised?
- 11) Extra chairs - which colour? (royal blue, black, burgundy)
- 12) External maintenance - grounds, drains, verandah, windows, lights, noticeboard, windows.
- 13) Committee membership - Cliff Parrott has left
- 14) Any other business
- 15) Date of next meeting