

## **KINGSTON COMMUNITY PAVILION**

There will be a meeting of the Pavilion Committee on  
**Monday 28<sup>th</sup> November 2016** in the Pavilion starting at 7.30 p.m.

### **AGENDA**

1. Apologies
2. Minutes from previous meeting held on 26<sup>th</sup> September 2016 (already circulated)
3. Matters arising (other than Action points)
4. Action points:
  1. Toilet opening rota (TK):
  2. Updated T&Cs & Booking secretary's email (TK):
  3. Collage (TK):
  4. Internal maintenance (BWB):
  5. Laptop & cable (PG):
  6. Defibrillator (BWB):
  7. Picnic bench (TK):
  8. Extra chairs (BWB):
  9. External maintenance & cleaning (JP & BWB):
  10. Mini table tennis table: (TK)
5. Key distribution
6. Review of Booking documentation
7. Food safety response
8. KPH update (KH)
9. Steering group update (VS)
10. KPC update (New council representative)
11. Any other business
12. Date of next meeting