

KINGSTON COMMUNITY PAVILION
Draft Minutes of Meeting: 27th November 2017

Present: *Committee members;* Bob Butchart, Hazel Craven, Bob Gayler, Jenny Gayler, Paul Griffith, Keith Hicks (KPH), Terry Krejzl, Peter Mercer, Terry Stanley, Tony Wheeler (KPC). *Guests;* Jan Hale, Martin Spinelli.

Apologies: Vicki Scott.

Minutes: of the meeting from 25th September 2017 were agreed and signed by TK.

Update on Collage: Jan Hale, assisted by Hazel, presented an update on the Collage. They have 5 groups working on specific, different “windows” of the collage. 2 of the works in progress were shown, which demonstrated the complexities of the project and the hard work being put into it.

Matters arising, (other than action points):

Documents for review; Safety Guidance, In the event of a Fire and the Booking Procedure will all be reviewed in March 2018. Up-to date versions to be sent to BB by TK. **Action: TK/BB**

First Aid Kit: this has been replaced with a new kit (contents and expiry dates attached) and should be checked regularly (weekly). **Action: BB**
There is also an Accident Book, which should be filled in, in the event of an accident.

Action points:

Printer disposal: PG confirmed that the printer had been disposed.

Defibrillator: (BB) The cabinet and the defibrillator were installed on the 26th October and SECamb were notified that it was available for public use 24/7 on 30th October. The Committee and regular Group Organisers were informed by e-mail on 30th October and an article was published in the December edition of the Kingston News.

The certificate that the electrics comply with Building Regulations has been received and Jeanne Peterson has a copy. There is a switch in the disabled toilet should the cabinet electrics need to be switched off for any reason.

KPC were thanked for covering the costs of installation.

SECamb has been asked to run another training course, probably early 2018, and we are awaiting feedback.

The Governance paper has been updated to reflect the above changes and these were approved by the Committee. The status of the cabinet has been added to the daily check-list.

Roof irrigation/store leak: (PM) GRAF have been and switched the system off. There is a leak, but this is not detectable whilst the system is off. The leakage should be checked for when the system is started up in Spring 2018. **Action: PM**

External maintenance/ cladding: (PM) 2 handles to the flaps covering the electric sockets in the floor have been replaced. Someone has been found to replace the necessary wood cladding, but now the correct type of wood needs to be found.

Action: TK

Intruder alarm: (PM) This now seems to be working satisfactorily.

Kitchen shutters & hand dryers: (PM) 2 of the hand dryers are not working well, so an estimate for 2 new hand dryers will be obtained, as will the cost of repair. The kitchen shutters do not close properly and need repair.

Action: PM

Cleaning schedule: the schedule of cleaning that the cleaner undertakes will be checked, to ensure all areas are done in rotation. Some areas may need less cleaning, but the outside area probably needs to be added. Also the timing of the cleaning should be confirmed and adhered to.

Action: JG

PAT testing equipment: (PG) It was confirmed that hire of equipment was more economical than purchase, mainly because the equipment would require re-calibration each year at a cost of £45. Hire costs are £30 + £5 for labels +VAT. We should also liaise with KPH as KH indicated that they were charged for the work this year.

Action PG

Review & Update of “Conditions of Use”: JG requested some modifications, location of the defibrillator will be added and some new text relating to PAT testing of equipment will be added, however, it was suggested that we should speak to Action in Rural Sussex (AiRS) and also speak to JP with regard to any potential impact on insurance. Latest draft has been circulated separately.

Action: BB

Review & Update of “Booking Policy”: the main changes related to hire charges for private functions. Agreed version attached.

Action: BB

Discussion on hire charges & fees for regular Pavilion users: the draft circulated following the last meeting generated much discussion.

Given the background provided by the Clerk of KPC, however, the Committee decided to continue making the Pavilion available free-of charge for community events.

Should any of the groups offer a donation, however, that would be acceptable.

The Pavilion can be hired for private functions at the rates described in the Booking Policy mentioned above.

There was a discussion about the Tennis Coach, as he does charge for the coaching he undertakes, however, he coaches only Kingston Tennis Club members, many of them “juniors”. Consequently it was felt that this was a benefit to the community. A proposal was made to make a charge of £100 annually to the Tennis Coach for his use of the Pavilion. A vote was taken and the result was: 2 in favour, 7 against with

1 abstention.

Action: None required.

KPH update: (KH) Central heating has now been installed. KPH has 4 meetings a year and would welcome a representative from the Pavilion Committee. They would also welcome volunteers to help out with decorating the Hall.

KPC update: An update was provided by TW, who had also contributed to the discussion on hire charges for the Pavilion.

Action Group update: no report available.

Any other business: HC asked if any Christmas decorations would be put up in the Pavilion, but it was agreed not to.

She also asked whether plastic-covered notices on the “acoustic” notice-board might reduce its acoustic properties, but PM reported that the “acoustic” improvement resulting from installation of the notice-board was not significant and that the improvement from closing the curtains was much greater.

Date of next meeting: Monday, 29th January at **7pm**
(TW will ask for another representative to come from KPC)