

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 31st July 2013

Present: Jenny Gayler, Bob Gayler, Keith Gibson, Hazel Craven, Terry Krejzl, Beverley Wakeford-Brown, Jeanne Peterson, Terry Stanley, Dinah Morgan, Peter Mercer

Apologies: Cliff Parrott

Minutes: The Minutes of the meeting on 5th June 2013 were approved with an additional comment inserted about the Family Day

Matters Arising: All matters to be covered under action points

Action points:

Fire door labels: These have not been removed as yet. **Action: PM**

Noticeboards: It has been decided to contact the architects to source acoustic boards & arrange a site visit. **Action: HC, DA**

Outside noticeboards: BWB had received information on various types of board: wooden, aluminium, etc. It was agreed that the board should be wall mounted, 12 x A4 size, with opening hinged doors, & lockable. **Action: BWB**

Signage: A sign is to be placed at the end of the Avenue, another in Lockett Way. A quote has been received and accepted. **Action: JP**

Sound system: This has been approved by KPC. **Action: KG**

Door changes: Still no real progress – only 2 bids received so far. Ultimately what is wanted can & will be done. **Action: PM**

Irrigation: Most of the problems have now been corrected and the system is working. JP agreed to investigate whether there are any guarantees on the building. **Action: JP**

Bulkhead light: Robert Oglieve is arranging for this to be checked. **Action: JP**

On-line calendar: Now up to date.

Risk Assessments: On-going, only need to be done once for each type of event. Fire alarm testing documentation also needs to be put in place. **Action: TK, BWB**

Oven cleaning: This is not in the cleaning contract – would cost extra £45. Also curtains should be vacuum cleaned occasionally. These should be on a list of occasional tasks. It was suggested that weekly cleaning during the summer is perhaps unnecessary, Diana & Dev will be asked to review the current contract and report back to the next meeting. **Action: BWB, DA, DJ**

The Pavilion was left dirty after Family Day. It was agreed that when Community events take place, the person booking must be responsible for arranging a cleaning party. It was agreed that all users, including community events, should pay the £20 deposit. A Comments book is needed for reporting problems such as dirty rooms and toilets, unlocked rooms. **Action :JG**

Cleaning quotes: passed to Keith Hicks.

Review of Family Day

Around 300 people attended, & a profit of about £220 - £270 resulted – a success all round. A lot of younger people came along. The urn borrowed from DJ was very efficient and it was agreed that Coffee Morning would purchase one.

Curtains

A number of swatches were brought along by BWB based on advice from Linda Creswick; there are no specific insurance requirements regarding fire risk of fabric other than the HM Government Guidance for small assembly buildings; the advice is that fabric must have been treated with fire retardant. All agreed on one sample.

Action: BWB

Outside Toilet door

The possibility of having external access to a toilet was discussed, including issues of vandalism, the need for daily cleaning and whether it would need to be locked at night or on a time lock. It was thought that there is room in the disabled toilet to section off an area, creating a new small room with a toilet for outside use. JP agreed to check if the shower is essential.

Action: JP

KG suggested that an alternative would be to have the Pavilion open each day between 9am and 5pm, with a rota of volunteers manning it for half a day each, so that one person is always there – then no outside toilet is needed. A note should be put in the Kingston News asking for residents' views on having the Pavilion open all day and also asking for volunteers to man the rota.

Cleaning materials need to be removed from disabled loo. JG agreed to do this.

Action: JG

Any other business

Artwave: TK requested that the display boards being used for Artwave could be stored in one of the changing rooms for the week in between showings. This was agreed.

Cancellation of bookings: There is no cancellation procedure in the booking conditions; a sliding scale on the period of cancellation would be best. BWB to check with KH re the Parish Hall booking conditions.

Action: BWB

Extra keys: need to be sourced from the supplier of originals. Four of no10 need plus three for football store. JG and JP agreed to review extra needed and then order.

Action: JP, JG

Fees for clubs: for football club, Tennis club etc. need to be agreed.

Supplies: For large events, location of spare toilet rolls etc needs to be known by users.

Instructions for dishwasher a laminated copy should be on the kitchen wall. DA & DJ will be asked to ensure that a stock of dishwasher tablets is maintained.

National Apple Day in October: DM suggested that a community event be organised to include games and an apple press, on a Saturday afternoon. 26th October was agreed.

Action: DM

Trip risk at doorsteps by end doors: Should be identified with hazard tape which JP agreed to get. This should be noted on the risk assessment.

Action: JP

Storage: It was agreed that cleaning materials and supplies, including toilet rolls, should be moved to the Utility Store without installing caging. This will mean that the store must be left unlocked. JG agreed to put a note to this effect on the door and to move all the equipment.

Action: JG

Date of next meeting: Tuesday 24th September 2013 at 7.30pm