

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 24th September 2013

Present: Jenny Gayler, Bob Gayler, Keith Gibson, Hazel Craven, Beverley Wakeford-Brown, Terry Stanley, Cliff Parrott

Apologies: Terry Krejzl, Peter Mercer, Jeanne Peterson, Dinah Morgan

Minutes: The Minutes of the July meeting were approved.

Matters Arising: None (covered by action points)

Action points:

Fire door labels: These have now been removed.

Noticeboards: The Architect is arranging for an acoustic expert to get in touch with the Coffee Morning group **Action: HC & DA**

Outside noticeboards: BWB has two options: £518 + VAT (magnetic fixings, outward opening doors) available in green or £665 + VAT (upward opening). The first option was approved. **Action: BWB/JP**

Signage: The work has been commissioned.

Sound system: Two options have been sent to the Clerk who will order. **Action: JP**

Door changes: Two quotations have finally been obtained and the work is about to be commissioned. **Action: JP**

Building Guarantees: The Clerk has discovered documents indicating that defects in the building are covered for 12 years. KPC must report any defects to the architect who will liaise with the builder for compensation. The tank clearance will be used as a test case.

Bulkhead light: This is now working.

Curtains: The quote from Alison Everden was accepted by KPC and the order has been placed. CP agreed to try to recycle the old curtains through Gumtree and Freecycle. It was agreed that BWB should find out how much of the capital fund is still available after these agreed purchases. **Action CP/BWB**

Outside toilet: The Clerk has advised that any changes to the building must be approved by Big Lottery. Keith's suggestion of volunteers is being tried by an advert in Kingston News. It was agreed that there will be various issues to consider if idea is pursued.

Cancellation policy: The Parish Hall has no policy, but is about to discuss it. It was agreed to wait to see their decision, and retain parity. The Hall fees are about to increase.

Keys: The new keys have been cut & delivered - £90 for 7 keys! It was agreed that any lost keys should be paid for. Users should not be charged when given keys.

Hazard tape: This has not been done yet. **Action: JP**

Cleaning materials: These have now been moved from the ladies toilet to the utility store. A note has been placed on the utility store to request that the door is left unlocked. A key is has been placed in the kitchen.

Review of Artwave: All involved agreed that this was a very successful venture and hopefully will be repeated. The building was used free of charge but donations were given by all artists. £450+ was raised for the St Peter & St James Hospice. Better publicity & signage would be needed next time. TK sent apologies for the exhibitions boards being left in the changing rooms, as his 'man with a van' would not be available until 1st October.

Cleaning contract: Diana Arlett and Dev Jaffe had been asked to review the current contract, and Dev arrived at 8.00pm to report back. It was agreed that current standard of cleaning was very good and that hours should not be reduced, but that the summer could be used to deep clean certain areas. Cleaning the oven and vacuuming the curtains would be added on a rota basis.

The Coffee Morning are willing to fund a deep clean of the floor as this was deemed necessary because of the grain. This was agreed.

A whiteboard was requested for the kitchen. This was agreed.

It was proposed by Coffee Morning that funds be used to purchase two pieces of artwork exhibited at Artwave for the pavilion. This was agreed.

The cleaning checklist is generally working but needs to be brought to the attention of all users again. Occasionally rooms have been left messy, and this should be recorded.

It is not clear who buys new loo rolls & other consumables. It was agreed that the Coffee Morning will list materials, buy new ones & collect the money back from JP. PM buys loo rolls.

Fees for clubs: Advice received from KPC is that it would be inappropriate to charge the Football Club on the basis of the lottery application; this presumably applies to the Tennis Club too. BG indicated that the Football Club was happy to make a payment. A charge of £6 per match had been paid to KPC, but now was not being paid. The Tennis Club pay rent for courts to KPC. It was suggested that both clubs make a donation rather than a payment. The Lottery grant did not include people from Lewes, yet both clubs have non – POLO members. KG suggested that the £6 per match fee could form the donation – amounting to about £100. BG was happy with this, as was TS for the Tennis Club. BWB would clarify this with the Clerk. Chris Wade would be asked to make a smaller donation. **Action: BWB/JP**

National Apple Day in October: Dinah Morgan was not able to get the press for 26th, so this will now take place on 19th October from 2 – 5 p.m. Training will take place on 6th October and the press will be collected on 13th October. DM is dealing with this, but needs help. Octoberfeast is asking for donations for use of the press. There is an advert in Kingston News. Four people are needed to man the press, which will be located on the veranda. Two further people will be needed to make tea & coffee. It was not clear who would be doing these jobs yet. **Action: DM**

Risk assessments:

One is needed for apple day, the rest are still to do when Terry Krejzl gets back.

Action: BWB/TK

Fire alarm: This should be tested on a regular weekly basis. As the most regular users, BWB will ask if the Coffee Morning could do this on their way out. Otherwise, Jenny Gayler is willing to do it. **Action: BWB**

Gazebogate: Terry Krejzl bought two gazebos for pavilion events. These were used for a private party but one was left broken, & just put back in the store. A letter of apology had been received from the users but suggested they were not strong enough for the prevailing wind. The users have now offered to pay for a new one. It was agreed that it was not necessary to have gazebos available for hirers. **Action: TK**

Any other business:

AV use: It was agreed that clear instructions were needed as a presentation at Coffee Morning was unable to be given as no one could switch the TV on.

New committee member: Paul Griffith is keen to be on the committee. It was agreed to invite him to the next meeting. **Action: BWB**

Parish Hall representation: CP pointed out that there is no longer a rep from the Parish Hall since he is no longer the chairman. Keith Hicks to be asked. **Action: BWB**

Minor items to be purchased: JG requested a cage to cover the thermostat to stop it being adjusted. Also a carrier was needed for the remote control. Both are available from Maplins. BG agreed to purchase. **Action: BG.**

Date of next meeting: Monday 18th November 2013 at 7.30pm