

KINGSTON COMMUNITY PAVILION

MINUTES FROM MEETING HELD ON 26th JANUARY 2015

Present: Bob Gayler, Jenny Gayler, Peter Mercer, Hazel Craven, Terry Stanley, Terry Krejzl, Jeanne Petersen, Paul Griffith, Beverley Wakeford-Brown,

Apologies: Keith Gibson, Cliff Parrott, Barrie Lambert.

Minutes: The minutes of the meeting held on 24th November 2014 were approved.

Matters Arising: HC pointed out that it was not clear how to get a notice placed in the external noticeboard. Two notices should be displayed - one to show how to hire the Pavilion, another on how to get a notice displayed. JG agreed to keep the noticeboard up to date.

Post meeting note: In the minutes of 19th May 2014, this was agreed to be done by KG & TK, and reported as completed in July 2014. These need to be replaced as they are no longer present! Action KG/TK

Action points:

Cancellation policy(BWB/TK): The updated policy and conditions of hire have been given to TK and are about to be put on the website. **Action TK**

External maintenance (JP): JP reported that the kitchen walls have been painted but not the ceiling. The woodwork did not need to be done. A query has arisen as to whether the cladding needs to be treated. It has been put on the rolling programme for maintenance, but clarification from the architect is needed to confirm whether this is needed. Tim Lear will be asked to investigate. **Action JP**

Cleaning (JP): JP reported that a deep clean of the kitchen had been completed. Due to staffing difficulties, Jane Rivers is doing the cleaning herself at the moment, but was unable to do it on Sunday afternoon as the building was hired. It was noted that the floor was very dirty and JG very kindly agreed to do it prior to the next hire.

Roof Irrigation (JP/PM): JP had written to the company to complain about the unsatisfactory state of the system. Two company representatives had visited and met with JP & PM. A schedule of two visits per year was agreed. One would be in the autumn, to shut the system down, and drain it, preventing frost damage. The second visit would be in the spring, to reboot the system. At the next visit, in March, the valves will be properly sorted out and missing clips on the roof tubing would be installed. JP & PM thought that this system will be much better than at present.

Legionella (BWB): The risk assessment has now been completed and PM has agreed to undertake the annual check of temperatures, as completed last February. There continues to be a need for the showers to have water drawn off regularly to prevent stagnation. JG agreed to discuss this with Jane Rivers and ask that drawing off water from each shower be done weekly and that the water then be poured down the dry drains in the changing rooms. This will then ensure that both showers and drains are regularly flushed. Jane had agreed to provide a copy of the current specification of

the cleaning service with her suggestions for updating it. JG agreed to remind Jane and add the items above as well as refilling the toilet rolls in every toilet. **Action JG** It was also agreed that double toilet roll holders should be placed in every toilet to ensure that a spare roll is always available. JP will order these and PM will install them. **Action JP/PM**

Internal lights (PM): New tubes for the lights are on order. PM will fit when available. **Action PM**

Further action points not listed on the agenda:

Cricket photographs (PM): PM reported that the broken frame had now been repaired. Monica & Jay Jayawant had identified all the players and it was planned to produce a silhouette picture with the names of all players and a legend explaining that this was the first ever cricket match in the village. This would be framed to match the two photographs, and all three would be displayed on the hall wall between the small meeting room and the main community room. Picture plates would be used to ensure that they cannot be accidentally knocked off the wall. Funding for the extra framing has kindly been donated by Coffee Morning. **Action PM**
Post meeting note: KG reported that a letter has been sent to Colin Finn to thank him for the photographs.

Artwork Labels (KG): Not yet ready.

Post meeting note: KG reported that he has now completed the information sheet and placed it on the noticeboard in the main community room.

Trial opening of the toilets (CP): JP commented that the alarm system has been triggered several times recently and thought this may be due to the toilets being open, but TK thought that this was not the case. There continues to be uncertainty about what happens when the building is hired covering a time across dusk. CP reported to BWB prior to the meeting that he unlocks the side door from the outside, then opens the back door, silences the alarm and then relocks the back door. He reverses this procedure during the evening, however it is not clear what happens at dusk if the building is in use. Does CP return later to set the alarm, or request the user to set it? It was agreed that, as it is thought that the toilets are rarely used at present, the trial should cease, notices be taken down, and then discuss again at the next meeting. All users must then be made aware of the arrangements. JG will inform all single hire users but a letter will need to be sent to all regular users clarifying the procedure.

Collage

Mary Fellows attend the meeting from 7.45pm to discuss the design of a collage for the upper wall at the tennis court end of the main room, which has been under discussion for a long time, to help with acoustics.

Mary's expertise lies in design and she has offered her time free of charge.

Ideas were discussed including having a panelled collage similar to that of the Battle of Lewes tapestry. It was thought that the medium could include many different crafts such as applique, collage, embroidery. Panels showing different seasons of the year were suggested. Also, important buildings such as the school, church, pub, pavilion, parish hall could feature as well as local people such as the vicar, the milk man and float, football team, tennis players and also wildlife and the dewpond.

Mary made notes of all suggestions and agreed to come back with design ideas. All members of the committee were asked to think further about ideas for inclusions, and send them to TK who will also put an article in the Kingston News asking for residents' ideas. **Action TK /all**

TK will then feed these back to Mary mary@maryfellows.co.uk

Digital key box

The box has arrived and PM agreed to install it. It was agreed that it would be placed in the Utility Store, immediately inside the door on the left hand wall. The master code will be known by JP & PM. All committee members and Diana Arlett for Coffee Morning group will be given the user code.

Keys to be kept in this box will include those for: small meeting room, external noticeboard, computer cupboard, external store, changing room corridor, letter box, main community room cupboards (coffee morning & audio equipment). PM will get fobs to label the keys. **Action PM**

Stools (requested by Bridge Club)

Beryl Burrell had contacted BWB to request that they could have four stools which would be stored in the Pavilion, for use at Bridge Club. The stools required are very cheap and made of painted metal. The committee members were concerned that the stools should not be left out in the main room, but stored when not in use.

Providing this is agreed then the stools could be stored. The Bridge Club would be expected to buy them. BWB will inform Beryl. **Action BWB**

The Bridge Club current shares the left hand cupboard with Coffee Morning.

Discussion continued on the lack of division between the two cupboards in the main room which makes a mockery of having separate keys. It was agreed that PM would ask Alan from Surelock Solutions in Lewes to quote for making a division. The shelves would need to be cut and would allow more space to be available in the right hand cupboard. Bridge Club could then store their things in the right hand cupboard along with the stools. **Action PM**

Any Other Business:

Football club posters: BG requested that the football club be allowed to place posters and photographs in the home team changing room. It was agreed that this should be allowed providing they were tasteful and kept tidy!

Update from Parish Hall & Steering Group representative: Although not at the meeting BL had sent a note that there were no issues from the KPH committee at present. The Steering Group had met last week and had discussed the issue of the numerous village websites. The SG suggested there should be one website only with a portal and links to each of the Parish Hall, Pavilion, Steering Group and Kingston Parish Council. JP commented that a portal was under discussion within KPC. Another issue is that there is a website, set up by Rhys Haden, which is only partially updated. It was agreed that it would be best to ensure that this was up to date rather than try to close it down. The SG is designing a village sign which will be funded by the Zero Heroes award plus extra from the Parish Council. JP reported that it will probably be placed on the corner where spring bulbs have been planted, near the garden centre.

Bus turning problems: JP reported that KPC have received complaints about car parking interfering with the bus being able to turn at the corner near the Pavilion. BG reported that the football club have been putting cones out to stop inappropriate parking. Committee members were asked to think about ways around the problem and send to JP for discussion at their next meeting. **Action all**

Loft storage: JP requested to store paperwork in the loft. This was agreed. It was also agreed that the red tables and chairs for children should be stored in the loft as they are not currently used. PM would move items to the loft. **Action PM**

Noticeboard magnets: JP reported that these have been ordered.

Coffee Morning - next lunch: HC reported that the next lunch will be held on 26th February.

Making good of holes by speaker brackets: *Post meeting note: KG noted that the holes created by changing the speaker brackets ad not yet been done, so agreed to do this himself. Action KG*

Date Of Next Meeting:

Monday 30th March at 7.30pm in the Pavilion.