

## KINGSTON COMMUNITY PAVILION

### MINUTES FROM MEETING HELD ON 21<sup>st</sup> SEPTEMBER 2015

**Present:** Paul Griffith, Jenny Gayler, Bob Gayler, Peter Mercer, Terry Stanley, Keith Hicks, Beverley Wakeford-Brown

**Apologies:** Cliff Parrott, Hazel Craven, Terry Krejzl, Jeanne Petersen, Tracy Szekeley, Vicki Scott.

**Minutes:** Minutes of the meeting held on 22<sup>nd</sup> June 21015 were approved & signed.

**Matters Arising:** None, other than points already on the agenda.

#### **Action points:**

- a) **Representative for KPH & Steering Group (BWB):** Keith Hicks was welcomed to the meeting as Chairman of the Kingston Parish Hall committee. Vicki Scott, Chairman of the Steering Group will attend in future.
- b) **Cricket team photos (PM):** Progress has been slow as the framer has been ill, but PM is in contact with him. **Action PM**
- c) **Rota for toilet opening (TK):** TK reported prior to the meeting that he and CP were opening the toilets at the weekends and on demand. Lionel Ward is willing to be part of a rota, but TK commented that more people were needed. TS, PG/KG & BWB had offered previously, so it was agreed to leave this to TK to draw up a rota. **Action TK**
- d) **Grounds maintenance (JP):** JP reported that Lionel Ward is happy to include the area surrounding the pavilion along with hedging in his maintenance works, but would be happy if this is backed up by Steve Berry's maintenance gang! JP will discuss with SB. **Action JP**
- e) **Disposal of unwanted equipment from external store (TK):** Completed
- f) **Dripping tap (PM):** JP is in contact with a plumber regarding the replacement part and fitting. **Action JP**
- g) **Large toilet rolls and holders:** These are now in hand and PM will arrange for them to be fitted. **Action PM**
- h) **New secretary (all):** No names have come forward for the secretary's post. All committee to continue to look for a volunteer. **Action all**

#### **Collage**

Mary Fellows was unable to attend the meeting but has a draft design which will be discussed at the next meeting.

#### **Microphone/induction loop**

JP reported prior to the meeting that KPC agreed at last week's meeting to

purchase a portable hearing box/loop for trial use at the pavilion to improve access.

KH reported that the KPH committee have submitted an application to the Lottery Fund to purchase such equipment (£700). There was much discussion on when and how it could be used and it was agreed that general noise, when many people are talking at the same time, would not be improved by such equipment, so that it would be useful only for more formal meetings with single speakers.

It was agreed to wait to review the outcome of KPH's efforts. Coffee Morning Group would be willing to help with funding.

### **Disabled access - automatic door opening**

BWB has been approached regarding the difficulty of accessing the building with a wheelchair because the door is very heavy. A new ramp to improve weatherproofing to the rear door has made this more difficult. The front door already has a hook to hold it open. It was agreed that BWB would ask for a quote to install an automatic opening device on the rear door. Again, the Coffee Morning Group would be willing to help fund this improvement. **Action BWB**

### **Security**

There have been several security issues recently including the alarm not being on when the building is locked, one of the bi-fold doors has been left unlocked and the urn had been left on until it boiled dry. Fortunately it was not permanently damaged.

JG reported that there has been an issue with BBQs being set up on the paving in front of the pavilion which she felt was a fire risk as the building has wood cladding. Also the paving had been badly marked by fat from the BBQ. It was agreed that whilst moving the BBQ to the paving allowed the lunch party to go ahead in poor weather, some thought should have been given to the potential fire risk and a fire extinguisher should be readily at hand. This should be addressed in the next review of Terms & conditions of Hire and also in the Risk Assessments. It was agreed that advice should be requested from the Clerk. **Action BWB**

### **Any other business**

**Extra chairs:** Coffee Morning Group would like to purchase four extra chairs, matching the original ones, such that those from the committee room need not be brought out each week. This was agreed, but ideally the old chair should gradually be disposed of.

**AC unit leaking:** PM agreed to check whether the AC units are covered with the boiler service and to inform BWB. **Action PM**

**First Aid community event:** (from JP) KPC agreed that this was something that could be organised by either the pavilion committee or WI as a self-funding event, run by St John Ambulance. To make it viable there would need to be a minimum of six attendees (@ £30 each). It was agreed that it should be advertised in the Kingston News to find out if there was any interest. **Action BWB**

**St Pancras Green trees update:** (from JP) JP will meet with Steve Berry and John Carey to discuss maintenance of trees on the green. Also we are getting the LDC tree officer to advise on works required on the large trees lining the green near St Pancras Green.

**Pavilion maintenance works:** (from JP) JP will be meeting David Flynn re varnish work on external joinery. Work has been somewhat delayed due to him being away and the weather!

**Football club on the St Pancras Green:** (from JP) KPC has unanimously supported the football club proposal for widening the football pitch.

**Access to clerks' cupboard for IT:** (from JP) PG now has the access code

**Defibrillator:** PG asked if there had been any discussion about having a defibrillator in the pavilion. Although previous discussions in KPC had erred away from having such equipment, more recent information suggests that it is fool-proof and could be of great benefit. KPC will be approached for their views. **Action BWB**

**Update from Kingston Parish Hall committee:** KH briefed the committee on current issues:

The **Fete** is likely to be held on one of 4<sup>th</sup>, 11<sup>th</sup> or 18<sup>th</sup> June 2016, depending on availability of main people organising it.

**Gazebos** have been purchased for community but not private use. Anna Phillips will be the co-ordinator for hire and information is on the website under libraries. KH recommended that any future purchases should be the 3m x 3m professional gazebos.

KH requested information on current **cleaning contract**.

**Heating in the Parish Hall** is likely to change following the installation of a new boiler, and charges will be reviewed next year. Pavilion charges should remain in line with those of KPH.

Changes to **Pre-School** use of KPH should be reviewed in the future in conjunction with the pavilion.

**Windows 10 update:** PG commented that free update to Windows 10 on the laptops would be available for one year, but advised that this should not be undertaken until the system had had at least 8 months to iron out initial bugs. It was agreed that PG will update when he thinks appropriate. **Action PG**

### **Date of next meeting**

Monday 2<sup>nd</sup> November 2015 at 7.30pm.