

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 21st March 2016

Present: Hazel Craven, Keith Hicks, Beverley Wakeford-Brown. Terry Krejzl, Bob Gayler, Jenny Gayler, Paul Griffith

Apologies: Jeanne Petersen, Vicki Scott, Cliff Parrott, Peter Mercer, Terry Stanley, Tracy Szekeley,

Minutes: The minutes from the meeting on 18th January meeting were approved.

Matters arising other than action points:

KPC email is still down

Action points:

Cricket team photos (PM): Framed and waiting for collection. **Action PM**

Toilet opening rota (TK): Toilet to be open weekends from Easter **Action TK**

Security - BBQ on Patio (BWB): Ts&Cs amended to be reviewed later in meeting.' **Action BWB/TK**

First Aid community event (BWB): 5 people interested but looking for one additional person to form a group (min 6, max 14). May add to school newsletter. **Action BWB**

Hearing Loop (JP): The portable box loop has been cleared to be purchased by KPC **Action JP**

External/General maintenance (JP): Jenny will liase with decorator to ensure they have access at a suitable time and arrange help to remove items from the wall if necessary. **Action JG**

Broadband Provision (JP): KPC agreed to upgrade to broadband. JP to inform PG when this will be done.

Collage (TK): Article in the Kingston News - too early for a response yet. **Action TK**

Alarm Being Triggered (CP): CP not available for comment but doors have been found unlocked once.

Fixing Flooring (PM): PM not available for comment

Block Bookings (TK): Added to website.

KPH Update

Appointed Chris Moulder as bookings Secretary. Developed website for bookings.

New cleaners at the hall.

About to have stage lighting replaced in next few weeks.

No change to hire charges at present.

Steering group update

VS was absent so no update on this.

Pavilion 2016 Events

Queens 90th celebration on April 21 starting with at 6.30pm with a BBQ and BYO. KPC will pay for hot dogs and Glen (Juggs) has agreed to help with beer. Children from the school will sing, then there will be a torch-lit procession up to the Downs for lighting the beacon. The pavilion will remain open for people not wishing to walk up the hill. TK will complete a risk assessment. Action TK

Family Day and Downland Race will be held on Saturday 9th July.

Review of Booking Documentation

Lines added to documents regarding BBQ and new date - approved

Review of Risk Assessments

Notes regarding BBQ added - approved.

Coffee Club to consider amount of people in kitchen at one time. BWB will send a document to HC for specific risk assessment of the coffee morning and lunches.

Action BWB & HC

AOB

Laptop 1 has had Windows 10 installed but does not seem to be compatible with the wifi connector to the TV. Action JP & PG

Coffee Club are finding milk and food left in the fridge/freezer. It was suggested they dispose of it. *(Post meeting note this does not belong to the tennis coach so must be people leaving it post events.)*

JG commented that hirers do not read the T&Cs. It was suggested to add a checklist for booking conditions of common issues that are not read or noticed. Action JG/TK

Date of next meeting

Monday 16th May 2016 at 7.30pm in the Pavilion.