

KINGSTON COMMUNITY PAVILION

MINUTES FROM THE MEETING HELD ON 26th SEPTEMBER 2016

Present: Paul Griffith, Peter Mercer, Terry Stanley, Hazel Craven, Terry Krejzl, Bob Butchart, Beverley Wakeford-Brown

Apologies: Jeanne Petersen, Jenny Gayler, Bob Gayler.

Minutes of the previous meeting: Minutes of the 25th July were signed but an amendment regarding the Downland Race & Family Day catering will be included in these minutes.

Matters Arising:

Downland Race & Family Day catering: There had been confusion over who would provide tea and cakes for this event. TK commented that the WI were not expected to cover this if they hadn't wanted to. The usual people involved in the catering were not available.

Community lunch: HC commented that the main room was left messy before the lunch but it was not possible to ascertain who was responsible.

Party complaint: TS commented that he had locked and unlocked the pavilion for a party and thought the room looked fine, but the hirer complained afterwards that it was dirty.

Action points:

Toilet opening rota (TK): Daily opening during the summer was carried out by TK and Lionel Ward. Weekend opening only now, and TK agreed to modify the notices to say 'open at weekends'. There have been some issues with someone leaving 'large deposits' in the toilet and not flushing properly, despite notices being put up by LW. Now that weekend opening is in place the cleaner will be able to sort this out on Mondays.

There had been an issue with no toilet roll, but this was quickly resolved. **Action TK**

Updated T&Cs & Booking secretary's email (TK): Terms & conditions are still the old 2014 version on the website. Jenny Gayler is continuing to have problems receiving emails on her official address, and also all address shown on the website are out of date. **Action TK**

First Aid event (BWB): The training went very well with 18 people attending. BB oversaw the unlocking and meeting the St John Ambulance trainers. One person, Richard Poore, has not paid nor collected his certificate. His address is not known therefore this cannot be resolved. SJA are also able to provide training for the use of defibrillators.

Collage (TK): TK now has a group set up to progress this project and will arrange a meeting soon. **Action TK**

Internal maintenance (BWB): The decorators have had problems with the quality of the initial decoration of the building, in that a proper sizing coat was not applied, meaning that fresh paint now pulls all the existing paint off. Areas of the small meeting room will need to have further work. Parts of the changing room corridor still require work, plus one long run of floor upstand still to be restuck. TK, JP & BWB will liaise over which weekends will be free now that the football season has restarted. **Action TK, JP, BWB**

Specific risk assessment for Coffee group lunches (HC & DA): This is now complete and a signed copy was left in the small meeting room for JP.

Laptop & cable (PG): PG has donated a cable for connection of the laptops to the TV. The office printers are currently not working with the laptops since conversion to Windows 10). PG will get this sorted out asap. **Action PG**

Defibrillator (BWB): A bid to the British Heart Foundation for a defibrillator has been successful with the Coffee Morning group paying the £400 part contribution for the equipment which costs around £1,500 in total. A bag has been received containing ten blow-up dolls and DVDs to be used in training members of the community. John Carey has agreed to help BWB with the first few training sessions. BWB will also liaise with Andrew Dobell at I&K school as they have also received a defibrillator. **Action BWB**

Picnic bench (TK): HC agreed to check that the Coffee Morning group are still willing to pay for one picnic bench at around £150. TK will purchase the table and ensure that it is tethered to the ground with stakes. **Action HC & TK**

Extra chairs (BWB): Six extra chairs, in royal blue upholstery, have been received and will be placed in the small meeting room as soon as the redecoration is completed. **Action BWB**

External maintenance & cleaning (JP & BWB): JP has spoken to the cleaning company regarding the windows and veranda. They say that it is on the rota for fortnightly cleaning, however the feeling of the committee was that this is not been done. Monthly cleaning would be sufficient. **Action JP**

New committee members (BWB): BWB has written to Paul & Debbie Tidy inviting one of them to join the committee, but as yet there has been no reply.

KPH update (KH)

No update as KH did not attend.

Steering group update (VS)

No update as VS did not attend.

KPC update (New council representative)

No update as no new KPC rep has been appointed.

Any Other Business

Mini table tennis table: Chris Wade has been offered a small size table tennis table by Intersport and wondered if it could be stored at the pavilion. The storage of said item was discussed at length, as there is no specific tennis cupboard, and it would have to go in the store with the BBQs, croquet equipment and exhibition boards or in the utility store. It is possible that the exhibition boards and croquet equipment could be stored in the loft, depending on the access hatch size. Also the heat of the utility store might adversely affect the table. TK agreed to get the dimensions of the table to enable further discussion. **Action TK**

Cricket photographs: PM mentioned that John Hartridge would be visiting the pavilion and would try to identify more players in the cricket photographs.

Date of Next Meeting Monday 28th November 2016 starting at 7.30pm