

## **KINGSTON COMMUNITY PAVILION**

### **MINUTES FROM MEETING HELD ON 28<sup>TH</sup> NOVEMBER 2016**

**Present:** Bob Gayler, Jenny Gayler, Peter Mercer, Keith Hicks, Hazel Craven, Terry Krejzl, Bob Butchart, Beverley Wakeford-Brown

**Apologies:** Paul Griffith, Terry Stanley, Vicki Scott.

**Minutes from previous meeting held on 28<sup>th</sup> November 2016:** Agreed and signed

**Matters arising (other than Action points):** None

#### **Action points:**

**Toilet opening rota (TK):** Toilets having been closed during the painting, but are now opened at weekends, with a new sign on the alarm. The door to the Main Community Room had been locked on one morning meaning that the cleaner could not get in. This was probably when the decorator was given the key, and has not happened since. A modified sign is still needed for the side door saying that the toilets are open at weekends only. **Action TK**  
It was noted that the bollard lights are not working – PM agreed to check them and found that they had tripped, and are now working.

**Updated T&Cs & Booking secretary's email (TK):** It was agreed that the updated T&Cs should be reviewed again such that when up on the website they would be fully up-to-date. TK agreed to check JG's laptop so that her booking secretary email works properly. **Action TK**  
**Collage (TK):** A meeting between TK and Mary Fellows and Jan Hale is planned for 30 November. **Action TK**

**Internal maintenance (BWB):** All maintenance planned to date has been completed.

**Laptop & cable (PG):** In the absence of PG it was not known whether the printers are working since conversion to Windows 10. **Action PG**

**Defibrillator (BWB):** The defibrillator has arrived but needs some sort of cabinet to allow it to be placed outside in the porch. BWB has contacted the local Ambulance Service office for advice. It was agreed that ideally it should be an unlocked cabinet to allow immediate access, with the hope that it would not be stolen. British Heart Foundation prefer them to be in an unlocked cabinet, but the Ambulance Service are happy to have the code for a locked cabinet and will then tell users the code when they make the 999 call as instructed at the beginning of using the defibrillator. It was agreed that BWB would contact Andrew Dobell at I&K School to find out how they are managing issues of cabinets, security and training. BB agreed to attend the meeting and to help with management of the unit.

**Action BWB & BB**

**Picnic bench (TK):** TK had several examples of picnic benches, and the committee agreed which one would be purchased. **Action TK**

**Extra chairs (BWB):** New chairs, bought by Coffee Group donation, are now installed in the Small Meeting Room.

**External maintenance & cleaning (JP & BWB):** External maintenance quotes are being obtained, including work on the warped wooden panels. **Action JP**

**Mini table tennis table: (TK)** Despite planning to find out the dimensions of the table first, it has been left in the Pavilion. It is small and will probably fit in the external store.

### **Key distribution**

It was agreed that JG will provide a list of keys & keyholders for the next meeting. **Action JG**

### **Review of Booking documentation**

There were only minor changes to the documents, with Lionel Ward being listed as a contact in place of Cliff Parrott, review dates being changed to November 2017 and the deposit charge being increased from £20 to £50. TK will update these on the website. **Action TK**

### **Food safety response**

A food information survey has been completed for Lewes District Council by BWB, relating to the social and group events held at the Pavilion. The Football Club have submitted their own survey.

### **KPH update (KH)**

KH reported that some chairs at the Parish Hall have collapsed and that the remaining ones have all been checked. They were purchased only five years ago but are unlikely to be under any guarantee. KH asked about deposit fee charged by the Pavilion as he planned to introduce a fee. It was at this stage that it was agreed that the Pavilion charged would be increased to £50. Changes to the heating of the hall are the next major issue. KH commented that key distribution for KPH was out of control as all keys could be easily copied. Better spotlights have been installed and two disco lights are being purchased. Hire charges remain comparable with the Pavilion.

### **Steering group update (VS)**

No report available.

### **KPC update (New council representative)**

No report available and as yet, no new council representative.

### **Any other business**

**Disabled access:** PM reported that a cabin hook has been fitted to the rear door allowing better access for wheelchair users and carers.

**Routine services:** PM also reported that routine services had been carried out on the clock, the fire alarms and the roof irrigation system had been shut down for the winter.

**Green roof maintenance:** This was discussed and TK agreed to check the roof for any sycamore seedlings. If present, then professional help may be needed. **Action TK**

**Pavilion admired:** JG reported that people from a village in Kent had admired the pavilion when looking at recent builds!

**Block bookings:** JG reported that TK has modified the website such block bookings are now possible.

**Coffee group lunch:** HC reported that another very successful lunch has just been held.

### **Date of next meeting**

The next meeting will be held on Monday 23<sup>rd</sup> January starting at 7.30pm.