

KINGSTON COMMUNITY PAVILION

MINUTES FROM MEETING HELD 23RD JANUARY 2017

Present: Paul Griffith, Terry Stanley, Hazel Craven, Bob Butchart, Fiona Harrison, Beverley Wakeford-Brown

Apologies: Terry Krejzl, Vicki Scott, Bob Gayler, Jenny Gayler, Peter Mercer, Keith Hicks.

Minutes of 28th November 2016: Agreed and signed

Matters arising other than action points: None

Action points:

Toilet opening signs (TK): TK has produced new signs, one on the alarm which seems to be more effective and can be stored neatly behind the pipework above when not in use. The sign on the outside door has also been replaced. Toilets continue to get some use but not that much.

Updated T&Cs, booking secretary's email address & block bookings (TK): Jenny's email is now working correctly and the website is updated with her correct address. All T&Cs documents have now been updated on the website. There is not a block booking facility on the website, but TK is able to get these put on as required.

Laptop & cable (PG): Ongoing. PG commented that there are three different printers in the small meeting room and it is not clear which ones are used. **Action PG**

Picnic bench (TK): The bench was delivered before Christmas and is in the outside cupboard waiting to be assembled in the Spring. It was agreed that it should be secured to the ground with metal spikes. HC agreed that the invoice should be sent to the Coffee Morning through Diana Arlett. BWB will forward the invoice to Diana. **Action BWB**

External maintenance (JP): Ongoing. FH agreed to check with Jeanne. **Action FH**

Green roof maintenance: (TK): Ongoing. TK will check when the weather improves. **Action TK**

Key distribution (JG)

To be deferred to the next meeting.

BWB will pass a no.14 key to BB to enable access for the defibrillator project. **Action BWB**

Collage (TK/BWB)

There was a kick off meeting on 22nd January for the collage to give the group an overall view of what it is and why we are doing it. TK explained the project, Mary Fellows described the design discussions & process and Jan Hale talked about the actual sewing, and brought coloured designs and materials. People have been put in to groups with a team leader. Each group will work on one of seven windows. Each group has a life size drawing of their window and Mary has two windows to complete the drawings.

More volunteers will be needed. It is likely this will take several months to complete may be in to 2018.

Jan Hale has kindly offered to organise the project from here on.

Defibrillator (BWB/BB)

BB and BWB met with Andrew Dobell at I&K School on 20th January to discuss the housing and training for the defibrillator. The school's defibrillator is in an unlock cabinet on an outside wall, and has electrical connection so that it can be kept above 4°C. The school were helped by a First Responder from Newhaven, and Holly at the school has put BB in contact with this person, Jack. They will be meeting on 27th January. BB has very kindly agreed to take the lead for this project. It was agreed that the pavilion's cabinet should be unlocked. **Action BB**

Update from KPH (KH)

KH was unable to attend due to a Parish Hall meeting. Further to BWB's enquiry he reported that the charges for the hire of tables and chairs from the Parish Hall are £2.50 per table and 25p per chair. He suggested that the pavilion should charge more considering the different quality and that conditions of use should be made clear, ie not for outdoor use. It was agreed that £5 per table and £1 per chair per 24 hours would be charged.

Update for Action Group (VS)

No update available.

Update from KPC

FH reported for the KPC. Five **new litter bins** will be purchased for April and one on the lower part of the green will be moved nearer to the pavilion, in a place where the refuse collectors can reach it easily. ESCC will be requested to change the straight markings on the **new parking bays** to the rear of the pavilion to chevrons to enable easier parking and also to install a **disabled parking sign post**. There will be no increase in the precept for the coming year.

The **fete** committee have asked for the fete to be held on Saturday 1st July. It was agreed that the **Downland Run** should ideally be held on 15th July. It is the 40th anniversary run this year and TK has suggested that the occasion should be marked in some way, perhaps offering some light refreshments before and after the run (an hour or two). This could fit in with the village BBQ if the run could be a little later so that people stay for the BBQ. An open spaces booking for the event needs to be made ready for the KPC meeting on 8th March. **Action TK**

Any Other Business:

Various items of maintenance were investigated: **soap dispensers** were said not to be working correctly. One in the disabled toilet had not been inserted correctly, so was mended. All are now working correctly. **Dripping taps** were investigated. Taps in both the male and female toilets in the changing room corridor are leaking, with the whole tap insecure in one. FH agreed to ask Jeanne to get a plumber to visit asap. The **bollard lights** are not working again and had tripped the circuit. This will probably require a visit by an electrician unless Peter Mercer can fix them. A **faulty light** in the end changing room has also been reported. Again, Peter Mercer may be able to adjust the sensor. **Action JP&PM**

Date Of Next Meeting:

Monday 27th March 2017 at 7.30pm in the pavilion.