

KINGSTON COMMUNITY PAVILION
MINUTES FROM MEETING HELD ON 22nd MAY 2017

Present: Paul Griffith, Bob Gayler, Jenny Gayler, Fiona Harrison, Terry Krejzl, Bob Butchart, Beverley Wakeford-Brown.

Apologies/absent: Peter Mercer, Terry Stanley, Keith Hicks, Hazel Craven, Vicki Scott.

Minutes: of the meeting on 27th March 2017 were agreed with the addition of a requirement for a clean-up team for the Downland Race on July 15th.

Matters Arising: The collage project is going well with several groups now working independently.

Action points:

Laptop & cable (PG) One laptop remains with PG being updated. PG proposes keeping two of the three printers, but is having difficulty gaining access to the pavilion and would appreciate a front door key when available. TK said PG could get a key from himself or Lionel Ward if needed. **Action PG**

Defibrillator update (BB) BB reported back on the current position with the defibrillator and presented a document describing everything about the project. It has been available inside the pavilion since March 2017 and is now part of the KPC register of assets and therefore covered by insurance. FH confirmed that Jeanne Petersen has checked that planning permission is not required but all work must be done to Building Regulations standards. A cabinet to house the defibrillator outdoors will cost £525 plus VAT, plus the cost of installation. Both KPC and the Coffee Morning group are willing to pay these costs! It was agreed that the cabinet should be fitted on the wall on the road side of the building, where the automatic light is already available. It was also agreed that BB should order a spare set of electrodes and a starter kit at the same time. As soon as the defibrillator is housed outside in the cabinet, it must be registered with the ambulance service. BB continues to carry out daily checks, and FH & TK agreed to do this whilst BB is on holiday. It was noted that in registering with the ambulance service we would be asked if we were willing to take the defibrillator to an incident if required and notified by phone. The committee did not feel that this something they could commit to so should be declined. **Action BB**

Picnic bench (TK) The picnic bench is now installed on the green and has been secured with two metal stakes.

Roof Irrigation (PM, TK) The company which services the system, GRAF, has agreed to attend by 31st May but this is not soon enough to save the current plants. The problem appears to be the same as last year in that the system will not start up correctly. TK reported that there is a leak with a pool of water below the tank, and this is affecting the wall which appears not to have been correctly waterproofed. It was agreed that after the GRAF engineers have attended and commented on the leak, Jeanne would be asked to check if there is still any builders' liability for poor workmanship. **Action PM, TK, JP**

External maintenance & cleaning (JP & BWB) No update from JP was available, but FH commented that quotes for the repair of wood cladding were still awaited. Some users have reported ants in the kitchen but no one was sure if this had been dealt with. **Action JP**

Key Audit (JG) JG has completed the audit of keys as much as possible but has knowledge only of the keys originally handed over from Rosemarie. More keys have been ordered since so JP will be asked to check which numbers & how many have been ordered. JG asked that if any keys change hands, she should be notified. **Action JP**

Taps and toilets (TK) TK reported that taps are often left running. The toilets continue to be opened at weekends, but there appear few signs of use.

Alarm Fault (TK) There have been issues with the intruder alarm, with one sensor malfunctioning. It is now working correctly. Several people commented that they have found the building open and the alarm not set, often in the late afternoon.

Alarm Contacts (TK) The names listed as contacts are now TK, Lionel Ward & BB

KPH update

In the absence of Keith Hicks there was no update.

KPC update

FH confirmed that Tony Wheeler would be the nominated KPC rep for the pavilion committee in future. Other posts on the council have been filled. Dates for events have been confirmed as 17th June for a Pre-School boot fair, 1st July for the Fete, 15th July for the BBQ and Downland Race. FH also reported on planning issues.

Any Other Business:

Football goal posts: BG reported that the previous storage for goal posts was no longer available and asked that the longer posts be allowed to be stored behind the building. Smaller posts have been moved to the loft. It was suggested that the posts should be on brackets on the wall and that they should be secured by padlocks. **Action BG**

Fire alarms: BB commented that he had set the fire alarms off twice accidentally but that no one had noticed! No one was sure whether the alarm is connected to the Fire Service. It was suggested that Jeanne might know! BB has checked the alarms since and all is well. BWB will check them in June. **Action JP, BWB**

Toilet opening during the summer holidays: BWB asked if the toilets would be opened every day during the holidays. TK said that he would arrange this between BB, Lionel Ward and himself. **Action TK**

Downland Race and BBQ on 15th July: TK said that all arrangements were in place.

Date of Next Meeting:

Monday 24th July at 7.30pm at the pavilion.