

**KINGSTON COMMUNITY PAVILION**  
**MINUTES FROM MEETING HELD 24<sup>th</sup> JULY 2017**

**Present:** Paul Griffith, Bob Gayler, Jenny Gayler, Peter Mercer, Terry Stanley, Keith Hicks, Hazel Craven, Terry Krejzl, Bob Butchart, Tony Wheeler (KPC) , Beverley Wakeford-Brown.

**Apologies:** Vicki Scott

**Minutes:** of the meeting on 22<sup>nd</sup> May 2017 were agreed and signed.

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

**Action points:**

**Laptop & printers (PG):** All laptops are now up to date and all are connected to the HP Laser Printer. Neither the Oki nor Lexmark printers support WiFi and are not used. It was agreed, with permission from Jeanne, that the Oki be thrown away. The Lexmark is an inkjet so is of limited use as the cartridges dry out but will be kept in case of need to print in colour in the future.

**Action PG**

**Defibrillator (BB):** BB reported that having the defibrillator on the outside wall does not require planning permission nor building regulations check, just that it must be installed by a certified electrician. The company supplying the cabinet have not yet received the cheque. The cabinet will be fitted at the back door. Relating to a question at the last meeting, BB reported that the public liability insurance is £10m. BB thanked Fiona and TK for cover in checking the defibrillator whilst he was away.

**Action JP**

**Roof irrigation (PM, TK, JP):** The company dealing with the roof system should have attended in April but left it until June, by which time the plants had died back, but have now greened up again. The system could not be started locally as the motor had stuck. There are no alternative companies to use, so GRAF must be chased early next year. There was also a leak from the reservoir in the external store, which had been fixed, but flooded again last weekend. As the drain is proud of the floor, it needs to be adjusted. TK has used some guttering as a temporary measure. None of the equipment is now under any type of warranty.

**Action TK**

**External maintenance (JP):** No ants have been seen lately. External cladding still requires fixing.

**Action JP**

**Key audit (JG, JP):** JG reported that JP has previously purchased three further No 7 keys (external store) and four No 10 (small meeting room). JG now has a completed audit of keyholders, but there may be other keys around relating to before the current committee.

**Football goal posts (BG):** BG reported that someone from the football club had offered to fix the goal posts to the walls, and would be completing this very soon.

**Action BG**

**Fire alarms (JP, BWB):** BWB confirmed that the fire alarms system is not connected to the fire brigade.

**Toilet opening (TK):** Toilets are now being opened daily and TK will set up a rota to include TK, BB Lionel Ward and Mark Bell. A new sign is required stating that the toilets are open daily.

**Action TK**

**Intruder alarm**

The company needs to be asked to attend as the alarm is not setting properly and is also still going off inappropriately. PM agreed to contact them in JP's absence. It is still giving the same error as previously.

**Action PM**

### **Refrigerator**

The old fridge was not coming down to temperature properly and was replaced, but the new one was badly damaged. The supplier has now replaced it with another one, checked before delivery. This was paid for by the Coffee Morning Group. Our thanks to them.

### **Rubbish clearance**

An issue of someone not clearing up properly after hiring the pavilion appears to have been overstated, and not reported directly to either the cleaning company nor to JG. A reminder has been fixed to the keys for hirers reminding them of things to be done before leaving; remove rubbish, check that all doors are locked and rooms are cleaned.

### **Bollard lights**

PM agreed to check if the bollard lights were still faulty, due to water ingress. **Action PM**

### **Review of Downland Race & BBQ**

Both events were very successful, with 58 runners, a tennis tournament, and more than 100 people attending the BBQ.

### **KPH update**

KH reported that the hire rates have been increased for private hire, to £9 per hour to a maximum of £45 for local residents and to £15 for non-residents, with no maximum charge. KPH has been successful in their application for Lottery Funding to replace the current electric heating by gas central heating and loft insulation. Work will be carried out over the next two weeks. The increased hire fees do not include heating costs, so will need to be reviewed again later. The fete raised £2,947, a little down on last year. A plaque has been put in the hall to acknowledge all the work for the hall by Don and Maureen Norman.

### **KPC update**

TW reported that KPC are looking for capital projects which could be undertaken using the Public Works Loan which is still held, and cannot be paid back. One suggestion was the installation of ceiling baffles to improve the acoustic of the main community room.

### **Action Group update**

The village Action Group has been awarded a certificate to acknowledge their 'Unsung Heroes' work. VS has requested that it be displayed in the pavilion, and this was agreed.

### **Committee membership**

BWB commented that it is now about two years since the previous secretary resigned, and also, after the next meeting in September, BWB wishes to stand down from the committee. This means that a secretary and co-chair are now required. Please would all committee members give this some thought and approach anyone who may be willing to fill either role. **Action all**

### **Any other business**

**New waste bins:** TS reported that there have been complaints about the bins overflowing and being smelly. LDC had not been emptying them but this is now resolved.

**PAT testing:** JG has received information from AiRS regarding a training course for PAT testing. Although there is no legal requirement for annual testing, it was agreed that it would be useful for someone to undertake this training, which could be used for the community. PG said he would be willing to be trained. The equipment needed was also discussed, and PM agreed to investigate what was needed and likely costs. It was suggested that this could be purchased through the capital funds. **Action PM**

**Booking issues:** JG commented that there have been several instances of people arranging to pick up the key from her but then borrowing someone else's key. Also, meetings have been cancelled without informing JG, thus stopping the room being hired by anyone else. Finally, cleaning issues are not being reported directly to JG.

JG requested any key holders who did open up for a hirer to ensure the hirer had informed her. Block bookings are still possible but an issue has arisen where two users share the same day of the week. A suggestion was made that every Thursday could be block booked, with a dual hirer name. It was agreed that this would be possible.

**Date of next meeting**

Monday 25<sup>th</sup> September at 7.30pm