

**KINGSTON COMMUNITY PAVILION**  
**MINUTES of MEETING; 25<sup>th</sup> September 2017**

**Present:** Bob Butchart, Hazel Craven, Bob Gayler, Jenny Gayler, Paul Griffith, Terry Krejzl, Terry Stanley, Beverley Wakeford-Brown.

**Apologies:** Keith Hicks (KPH), Peter Mercer, Vicki Scott, Tony Wheeler (KPC).

**Minutes:** of the meeting from 24th July 2017 were agreed and signed.

**Matters arising, (other than action points):** Matters arising, (other than action points):

**Grass Cutting:** The grass cutting of St Pancras Green has been a bit erratic of late. The last 3 cuts have been uneven or the grass has been left to grow too long and been very wet when cut. Consequently the football team had to rake all the grass clumps from the pitch before the match could start. Check with Jeanne Petersen if the routine has changed. **Action TK**

**Action points:**

**Laptop & printers (PG):** It has been agreed, with permission from Jeanne Petersen, that the Oki printer can be thrown away, however, this has not been done yet. **Action PG**

**Defibrillator (BB):** The defibrillator cabinet has now been delivered and the Coffee Morning Group have reimbursed KPC for the amount of £525.

**Fitting of Cabinet:** The Electrician who looked at the siting of the cabinet has recommended that it be placed on the outside wall, to the right of the main door between the window of the disabled toilet and its vent outlet, so that there would be more space for it and he could use an electric spur from the vent in the toilet behind that spot.

In the installation instructions that came with the cabinet, it mentions to “avoid siting the cabinet underneath roof guttering and down pipes to ensure water doesn’t get into the cabinet on opening”. Needless to say, on that side of the Pavilion it would be sited below the guttering.

The Defib Store indicated that the above was advising the ideal situation, rather than being an necessity, but that if it were to be sited there, we should check that the guttering is not leaking and that no water is running down the walls. It should be noted that there are currently no signs of leakage from the guttering above the proposed siting of the cabinet.

The Defib Store do now provide stainless steel canopies for the defibrillator cabinets. These cost £109 + VAT to be fitted and the cabinet would need to be sent back to them for the fitting to take place. 3 choices were outlined:

1. Fit the cabinet as is and check on a regular basis that the guttering is not leaking or overflowing.
2. Have a canopy fitted above the cabinet by the Building company fitting the cabinet
3. Return the cabinet to the Defib Store to have a canopy fitted.

*The Committee agreed* to install the cabinet where the Electrician had recommended, without a canopy, and to monitor that there are no leaks during the routine checks of the defibrillator. It was also agreed that if leakage proved to be an issue in the future, then a canopy could be fitted by a local builder. The estimate for installation of the cabinet and a power source to keep the cabinet warm is £200 + VAT. KPC have kindly offered funding for installation of the cabinet.

**Training:** once the cabinet is installed outside, another training course could be organised.

**Action: BB**

**Roof irrigation (PM, TK, JP):** The company, GRAF, should be requested to come and shut down

the irrigation system and also repair the drainage/leakage problem, which exists because the drain is proud of the floor. **Action TK**

**External maintenance (JP):** The external cladding still requires repair. **Action JP**

**Football goal posts (BG):** BG reported that the football posts had been re-installed on the pitch and that someone from the football club would fix the brackets for the goal posts to the walls prior to the end of the football season. **Action BG**

**Toilet opening (TK):** Toilet opening has reverted to weekends only again, now that the summer holiday period has ended. **Action TK**

**Intruder alarm:** the company needs to be asked to attend as the alarm is not setting properly and goes off inappropriately when switched on. PM had agreed to contact them in JP's absence. **Action PM**

**Bollard lights:** these now appear to be working satisfactorily.

### **Committee Membership**

BWB had given notice at the previous meeting that she was standing down from the Committee as of this meeting. TK becomes Chairman and BB offered to be Secretary. Thanks were given to BWB for her excellent service as Co-Chairperson.

### **Hire Charges**

It was agreed that the Pavilion should keep its hire charges in line with those of the Parish Hall, however, as some local groups using the Pavilion make donations to the running costs of the Pavilion, it was considered that perhaps a reasonable annual charge could be made to all local groups using the Pavilion. A draft will be prepared for consideration by the Committee.

**Action BB**

### **KPH, KPC & Action Group Updates**

No reports were available, though it was noted that the new central heating system has been installed in the Parish Hall.

### **Any other business**

**Keys:** BWB provided her full set of keys to BB who provided his main door key to BWB.

**Fire alarms:** BB also agreed to take over the monthly check of the fire alarms from BWB.

**Kitchen shutters & hand dryers in toilets:** it was mentioned by HC that the kitchen shutters would not shut properly and, by others, that the hand dryers were not working properly. PM will be asked to follow up potential repair. **Action PM**

**Cleaning Schedule:** It was thought worth checking the schedule of cleaning that the cleaner undertakes, to ensure all areas are done in rotation. Some areas may need less cleaning but the outside area probably needs to be added. **Action JG/TK**

### **PAT testing**

Although there is no legal requirement for annual testing, PG is now certified having completed the appropriate course. In order to conduct such testing, we now require the equipment, which could either be purchased or hired. Cost of the alternatives will be investigated. **Action PG**

It was also noted that the T&C's should be updated, stating that use of personal electrical equipment in the Pavilion is at the risk of those individuals concerned. **Action BB to draft.**

### **Date of next meeting**

Monday 27th November at 7.00pm.

**Action TK**