

KINGSTON COMMUNITY PAVILION
Minutes of Meeting: 29th January 2018

Present: *Committee members;* Bob Butchart, Hazel Craven, Fiona Harrison (KPC), Bob Gayler, Jenny Gayler, Terry Krejzl, Peter Mercer, Terry Stanley.

Apologies: Paul Griffith, Keith Hicks, Vicki Scott, Tony Wheeler (KPC).

Minutes: of the meeting from 27th November 2017 were agreed and signed by TK.

Matters arising, (other than action points):

Documents for review; Safety Guidance, In the event of a Fire and the Booking Procedure will all be reviewed in March 2018. Up-to date versions to be sent to BB by TK in advance of the next meeting, so that they can be circulated to the Committee for review.
Action: TK/BB

Action points:

Defibrillator: (BB) The cabinet was installed on 26/10/17 and the light in the cabinet has been permanently switched on since the Committee meeting of 27/11/17.

The brackets in the hall that were holding the defibrillator in place have now been removed and the holes filled.

Seaford Responders notified us on 5/1/2018 that the defibrillator is now “live on their system” of available defibrillators.

SECamb/Seaford Responders have agreed to run a training course at the school on 6th March. All members of the Community are welcome. Posters will be placed around the village and in the Pavilion. It was requested that Committee Members also spread the word at their group meetings.
Action: BB

Finally, BB thanked Fiona Harrison, Carole Butchart and Beverley Wakeford-Brown for checking the defibrillator when he was not able to do so.

Roof irrigation: (PM) The roof irrigation was shut down and drained for the winter.

External cladding: (TK) “Martens Plume” will be contacted for an estimate.

Action: TK

Maintenance, kitchen shutters & hand dryers: (PM) The kitchen shutters have been repaired by PM, as have the leaky tap in the Referee’s room and the disabled toilet light.

The 2 hand-dryers in the main corridor are not working well, so estimates for new hand dryers have been obtained (as they appear beyond repair), ranging from £500 each (Dyson) to about £115 for a “Jetblade Eco hand-dryer”. It will be investigated how reliable the different makes are.
Action: PM

The possibility of using the KPC capital expenditure budget was raised and feasibility shall be checked with Jeanne Peterson.

Action: BB

Heating in the Pavilion: (BB) We were requested to raise the thermostat temperature to 21 in the main room, as the Coffee Morning group, in particular, have complained of being cold. Although one group has reported back that the room was now too warm, the consensus was that the main room should be left at 21 degrees. Other thermostats are at differing temperatures, but this was also felt to be appropriate. The thermostat will be reduced again once Spring arrives.

It should be noted that Jenny Gayler has a “key” for the thermostat covers.

The “air conditioning heaters” operated from the kitchen: these are not working at the current time, so PM will look into this. **Action: PM**

Cleaning schedule: (JG) this now appears to be satisfactory.

PAT testing equipment: PG, although absent, had reported that he had not yet had time to organise the PAT testing, but he will get it sorted out shortly. We should also liaise with KPH as KH indicated that they were charged for the work this year. **Action PG**

Review & Update of “Conditions of Use”: this was reviewed at the November meeting, when the issue of PAT testing and public liability insurance had been raised. Following communication with Jeanne Peterson at KPC, this has been clarified and all the regular User Groups and Users of the Pavilion have been confirmed as covered for public liability insurance by KPC (see Annex 2 of KPC’s January meeting attached).

Jeanne Peterson (KPC) will make sure the Tennis coach, Football club and WI groups are compliant on an annual basis and send confirmation for our records. Ongoing, it will be during our own booking process that we will receive copies of any other relevant public liability insurance (e.g. for commercial users) and need to file these with a booking record. **Action: JG**

Should any new community groups start to use the Pavilion on a regular basis, then KPC should be informed and they will minute that at a future meeting. **Action: JG/BB**

Finally, 2 further questions came up about public liability insurance: (i) it was noted that the tennis club are covered by KPC PL insurance when they book the Pavilion and that the Tennis Coach has his own liability insurance, but what about public liability insurance on the tennis courts themselves for the tennis club? (ii) it was noted that the Football Club have their own PL insurance, but are they covered by KPC’s insurance if an “incident” occurs in the Pavilion? **Action: BB**

The updated Conditions of Use & Booking Policy have now been uploaded onto the Pavilion website.

A list of Committee Member’s contact details will be put up in the Pavilion; TK, JG, BB and TS agreed that their contact details could be displayed in the Pavilion. **Action: BB.**

KPH update: No report available.

KPC update: An update was provided by FH. Regarding any work to be done to repair the cladding, an estimate for the work will be required. **Action: TK**

It was requested that one of the Pavilion Committee put up Posters in the Pavilion, which were sometimes received by JP. BB agreed to this. Posters will be left on the table in the main room and JP will notify BB by e-mail if any are left there.

Action: JP/BB

Action Group update: no report available.

Any other business:

The domain names for the Pavilion website have both been renewed (i.e. .org and .com) at a cost of £20/year.

The Coffee Morning group should make an up-to-date inventory of cutlery and other items in the kitchen.

Action: HC

Apparently, there may be an existing one and JG may know of its whereabouts.

Action: JG

Date of next meeting: Monday, 26th March at **7pm**

Date _____

Signed _____