

KINGSTON COMMUNITY PAVILION

Minutes of the Committee Meeting, 22nd July 2019

Committee Members Present: Bob Butchart, Bob & Jenny Gayler, Paul Griffith, Fiona Harrison (KPC), Terry Krejzl, Peter Mercer,

Apologies: Hazel Craven, Keith Hicks (KPH), Terry Stanley.

Guests: Rosemarie Jeffery, Jerry Sinclair.

Minutes: of the meeting held on 15th April were approved by the Committee and signed by the Chairman.

Matters arising: (other than Action points): there were none.

Action points:

- Repairs & maintenance:

External maintenance to doors facing tennis courts and kitchen window: TF has submitted a quotation to replace the “rotten bits” of the doors only and this has been accepted by KPC. TF will arrange a date with us to do the work. TF has also been asked for an estimate to sand and varnish the kitchen windows. **Action: PM**

Meadow flowers on roof & roof watering system: after the servicing and switching on of the water system, it had been noted that the grass and meadow flowers there were flourishing, however, in recent weeks the watering system had stopped working. Consequently, there is no need to purchase any meadow flowers, but the watering system requires repair. PM has tried several things without success, but will now contact the Engineer at the Rainwater Guy. **Action: PM**

Internal maintenance:

- **Decoration of hall & toilets:** the decoration was completed on 18th May and has been paid for.
- **Front door handle:** The front door handle had been fixed, but once again is heavy enough to drop under its own weight and potentially allow the door to blow open when unlocked. **Action: PM** to contact Sure Lock to have it repaired.
- **Kitchen shutter:** the Coffee Group has chosen beige shutters and the order with Sussex Blinds has been confirmed. The Coffee Group will donate £500 towards the cost and KPC have agreed to pay the balance (approx. (£420)). The shutters will be electrically operated and will be plugged in to the right of the shutter in the kitchen. N.B. They are not fireproof, but the Fire Brigade have indicated that this is satisfactory. **Action PM:** to arrange fitting.
- **Electrical Jobs** **Action: PM**

Light fitting in Disabled toilet: a new, sealed infra-red detector unit has been fitted and should be less susceptible to being triggered by draughts when the front door is opened.

Corridor lights: an electrician has checked the light in the corridor next to the emergency exit. The problem is that the batteries in the emergency lights are at the end of their life and would no longer keep the lights running for the specified length of time in the event of mains failure. They need to be replaced.

The electrician will advise when he has got costs, as he is trying to find the most cost effective way of moving forward, because the other emergency lights have all failed the duration test.

Mains socket floor boxes: Legrand inform us that the floor box unit has been obsolete for years with no parts or spares available. We can either chop the floor up and fit a new box or try to repair the missing flap to make safe for pedestrians. If we change the box then we will need to chase out the box, make good and repair or patch the floor vinyl. It was decided to block one and to repair the second, so that it can be opened, rather than ripping up the floor.

Action: PM

TK discovered that the light in the loft space and the power for the TV aerial booster unit are powered from the same circuit as the external electrical sockets. Power to those had all been lost when the external sockets were switched off at the main fuse-board (for safety reasons, as they should be when not being used). We had the same problem with the power for the external clock previously. The external sockets have now been put on a separate circuit to the other items.

- Hot water system – the supply has recently been over-hot. PM reduced the temperature by turning down the thermostat, but someone then turned it up to maximum (why or how is unknown), which resulted in the supply from the cylinder (and subsequently at the taps) being up to 70°C. PM turned it down again, but someone turned it up yet again to maximum. PM has reduced it once more and the water at the tap is now at the correct temperature of 50°C. PM has printed a notice and stuck it on the cylinder thermostat stating that no-one should alter the thermostat without consulting the Parish Clerk.

In addition to the cylinder setting, the boiler was also running at too high a temperature (80°C). PM tried contacting the usual heating engineer, but the company appears to have gone into receivership. PM contacted the boiler manufacturer and they are prepared to send an engineer to sort it out. PM to contact them and organise an appointment to check all is in order or repair if needed.

Action: PM

A local plumber could be used after this appointment and TK suggested Alpha Heating and will contact them.

Action: TK

It has also been suggested that the boiler could be put on a timer program, so that it would not be running all the time, however, we need to check that this “down time” would not cause any potential issues in preventing Legionella.

Action: BB (*Post-meeting note: see separate e-mail for feedback*).

- Terrace door latch: it had been pointed out that the hook and eye, which is used to hold two of the doors together on the terrace, when they are open, was broken. PM found a matching replacement and fitted it.

Deep cleaning: at the December meeting last year, it had been decided to deep clean the floor in the main areas (i.e. main room, kitchen & corridor) with an estimate of £84 from the existing cleaners. It was agreed to go ahead. **Action: JP**

It is not clear if the Cleaner currently is flushing the drains in the changing rooms. If not, the Committee would like this to be done. **Action: JP**

- Circulars:

2 circulars were sent out; the first being a survey of computer usage by the regular User Groups, which included a reminder to close all doors and windows.

The second asked people to clean up after their meetings, as one group had reported the need to clean tables because a member had a nut allergy.

- Laptops:

Feedback from the first circular had been received from most groups. The Travel Club and the History and Heritage Group reported that they did use the computers for their meetings. Consequently, the computers will be kept.

- Utility room & cupboard in main room:

At the last meeting it was suggested that the utility room be tidied and the point was also made that because the room was warm perhaps the paper items should be stored elsewhere.

It was agreed that the paper items could be stored in the second of the cupboards in the main room and regular users of the Pavilion are aware of the code for the key-safe, so that they can access the key to that cupboard if need be (in particular the Coffee Morning Group). However, it will be necessary to keep a shelf (or two) clear for the technical equipment in there. **Action: BB**

Although the utility room has been tidied there are still certain items that could potentially be thrown out. **Action: BB**

- Update of assets & inventory in the Pavilion:

The inventory of IT items was carried out by PG and the rest by BB and circulated to KPC & the Pavilion Committee on 11/5/19.

- Risk Assessments:

First Aid Risk assessment, Kit contents & checklist; with the exception of a small tube of Savlon cream, all medications have been removed, so its mainly plasters and

bandages, etc for external use. As there was no further comment, the risk assessment circulated on 12/5/19 was signed off by BB & TK at the meeting.

Legionella; the risk assessment circulated on 12/5/19 was updated with PM's comments of 14th May and was signed off by PM & TK at the meeting. It will be confirmed whether the comments made above, about having a timer on the boiler have any effect on the risk of Legionella, before any timer may be implemented.
Action:BB to circulate signed risk assessments.

- Acoustics in main room:

There has still been no response from Parker Ceilings, as they had said that Echosorb could visit the Pavilion to have a look directly and provide advice.

TK has also seen some "moveable room dividers", which could be useful if they can be stored somewhere appropriate.

Rosemarie Jeffrey has been appointed by KPC to take the lead on finding a practical solution to the acoustics issue in the main room of the Pavilion. A number of options have been looked at in the past and are currently being examined. The difficulty has been finding a solution that actually works significantly well, which is compatible with the building/room as built.

Action: BB to provide information to RJ on what has already been done and/or looked at.

The intention is that RJ would produce a report for KPC and the Pavilion Committee.

KPC update:

KPC has agreed to pay for the refurbishment of the toilets and the front door in the Village Hall.

BBQ and Fun Day are now taking place on 2 different days in September. The outdoor event forms for these events need to be completed. **Action: TK**
Apparently, these events should be self-funding.

FH requested that TK submit his invoice for the Pavilion web-site. **Action: TK**

The question of putting hooks for coats in the main corridor was raised again. JG indicated that the changing room corridors could be used and that keys could be obtained from the key-safe as regular users were aware of the key-safe code.

FH also requested ideas about the use of St Pancras Green, in particular to encourage use for more sports or play; several suggestions were made, but any further ideas should be communicated to KPC. This could include some ideas requiring investment. For example, out-door table tennis table, basketball, netball, tennis wall/football wall, area of astroturf for 5-a-side football, stoolball, cricket. **Action: All**

Any other business:

Keys & Access to changing room toilets: JG had noted that after recent events by non-regular users, the doors had been found open. This would normally result in a loss of their deposit, but it would appear that some other user had offered to lock up for them.

As a result of this, it should be made clear in the Pavilion's Terms and Conditions that Users should always lock up themselves and they should not accept any offers from someone else to lock up.

Equally it should be made clear that nobody should offer to lock up for anyone else.

Action: BB to inform CW, the Tennis Coach.

Action: JG to add to the list of Do's and Don'ts for Users.

During the decoration of the Pavilion, BB opened the external door to the changing room corridor in order to allow use of the toilets, which worked well and turned out to be convenient for users of the Pavilion, including the Saturday group of footballers, tennis players and others. This allows access to the toilets without permitting unsupervised access to the rest of the Pavilion, (especially the kitchen area and utility room).

In previous years, this has been done during the summer holidays, but has required a rota for opening and closing of the Corridor, which can be a chore.

It was proposed that BB could open up when the defibrillator is checked and that CW, the Tennis Coach, would be willing to lock up in the evenings. However, the point was raised that CW may not always be there in the evenings.

After much discussion, it was decided that the best potential solution was to investigate if we could take the changing room corridor off the alarm system and to put an automatic timer on the external door of the changing room corridor, so that it would lock automatically at a designated time in the evening.

Action: PG to investigate if such an automatic timer and lock would be suitable and pricing.

Action: JP to check if taking the changing room corridor off the alarm system would affect the insurance on the Pavilion in any way. When this corridor is open it allows access only to the corridor and the 2 toilets, not the changing rooms nor the referee's room nor the main corridor.

- AGM: the Committee's view was that there was no need for an AGM of the Pavilion Committee
- Monday 20th to Sunday 26th January 2020 is the 3rd Annual Village Hall week, however, it was considered that this was not a good time of year for such an event.
- Our cleaner is deaf and cannot hear the fire alarm, however, there are no obvious visual elements to the alarm system to look out for. His Employer is aware of this, as mentioned to them by BB when they met in the Pavilion earlier in 2019.

- There are 30 green and white plastic chairs available from the Juggs pub if the Committee wants them for the Pavilion, however, they were declined due to lack of storage space.
- The picnic bench by the tennis courts is no longer secure and this needs to be remedied. **Action: JP**
- Jerry Sinclair was present at the meeting, because he is considering joining the Committee. If he decides to join he will be most welcome.

Date of next meeting: the 23rd September was proposed