

## KINGSTON COMMUNITY PAVILION

### MINUTES FROM THE MEETING HELD ON 18th November 2013

**Present:** Jenny Gayler, Bob Gayler, Keith Gibson, Hazel Craven, Beverley Wakeford-Brown, Terry Stanley, Peter Mercer, Jeanne Peterson, Terry Krejzl, Paul Griffith

**Apologies:** Cliff Parrott

Paul Griffith was welcomed as a new member of the Committee

**Minutes:** The minutes from the meeting on 24<sup>th</sup> september 2013 were approved and signed.

**Matters Arising:** These were all covered by the Agenda

#### **Action points:**

**Internal notice boards:** HC confirmed that she, BWB and Diana Arlett had met with the acoustics expert recommended by the architect, but he had no information about noticeboards, just thought the ceiling should be clad with polystyrene tiles! The company previously suggested by Dinah Morgan, Sonata Acoustics, will be revisited.

**Action: HC, DA**

**External noticeboard:** This has been received and PM has agreed to mount it on the front wall of the Pavilion.

**Action: PM**

Apologies were offered to BG for storing it and the table trolley in the changing rooms. It was agreed that the table trolley was surplus to requirements and would be offered to Horam Village Hall who have just purchased new round tables.

**Action: BWB**

**Signage:** One sign for the Community Pavilion has been erected on Ashcombe Lane and a further one directing traffic via Lockett Way will be erected soon, following disputes about land ownership.

**Sound system:** This has arrived – it needs unpacking / testing.

**Action: KG**

**JG** mentioned that the Pavilion had been booked to show a film – it was confirmed that this was possible with the Blu Ray player.

**Action: PM.**

**Door changes:** The go ahead had been received from KPC, PM has contacted the company who have ordered parts following a site visit – the work should be completed within a couple of weeks.

**Curtains:** BWB reported that these would be fitted next week. PM was asked to check the Reverberation time before / after the new curtains are fitted. BWB reported that the Art / Craft group seem keen to create a collage.

**Action: PM**

**Outside toilet:** There was a ZERO response to the request in Kingston News for volunteers to man the Pavilion so it could be open each day. JP advised that the Big Lottery would have to approve any design change to the building. It was agreed to shelve this issue at present until further requests were received.

**Hazard Tape:** – This was now in stock.

**Action: PM**

**Artwave Boards:** TK advised that we can now keep these permanently to use for future events; they have been placed in the outside store. JG stressed the need to avoid use of the changing rooms as a store in future.

A set of old photos from the village has been discovered in a Parish Hall cupboard; these might be nice to display in the pavilion.

**Action: KG**

**Cleaning contract:** The oven hasn't been cleaned yet. HC was not sure if the whiteboard is here yet. No decision as yet on the proposed purchase of Artwork.

**Action: HC**

**Donations from clubs:** This suggestion has been approved by KPC; BG commented that the football club were very grateful. The tennis coach hasn't as yet made a donation – he is running a business. BWB reported that there was an issue on a wet day recently when the

coach allowed a number of players into the Pavilion when it was already booked & in use by another group. That group had to move because of the noise. It was agreed that he needs to book the Pavilion & pay for it for special events. In addition, a £50 donation was suggested. It was agreed to check with CP first in case he had already made contact with the coach on this issue.

**Action: BWB/CP**

**Cage / Cradle:** BG reported that these were only available on line from Maplins; Screwfix was suggested.

**Action: BG**

**Apple Day:** BWB reported that this went really well, apples were being pressed all afternoon. Definitely an event to repeat next year. It was proposed & agreed to raise funds to buy our own press. Could Coffee morning funds be used/ HC will raise this issue with the Coffee Morning group.

**Action: HC**

**Risk Assessments:** These still need to be done!

**Action: BWB/TK**

**Fire Alarm testing:** This is being done by BWB. JP confirmed that the Extinguishers are on a service contract. JG observed that the labelling on these is dated 2009! They were last tested in December 2012.

**Action: JP**

**Gazebogate:** TK proposed that the broken one be returned to Argos; the users are not to be charged. It was agreed not to lend them out in future, but to retain them for events run solely by the Pavilion Committee. TK had paid for them, so it was his decision.

**AV use:** – The instructions are to be added to those from the new sound system.

**Action: PM,PG**

**Use of shower:** BWB had received a request for a disabled villager use the disabled shower as other care arrangements were difficult. JP suggested there might be an insurance issue. JP to check if this is ok before any formal booking is made.

**Action: JP**

**Legionella:** Previous work on this needs to be reviewed before the showers can be used. JP has found the previous documentation and a digital thermometer. Issues regarding the toilets are no longer valid as these are no longer on the grey water system. Regular checks on the water temperature for all showers and regular flushing must still be carried out. BWB will check temperatures and request that flushing is included in the cleaning specification.

**Action: BWB**

**AOB:**

**Extractor fans / changing rooms:** JG asked if there extractors in changing rooms. PM confirmed yes, but they are not working. The dry drain is smelling – the cleaners should be pouring water down, but this clearly hasn't been done.

**Action: PM**

**Postbox:**

HC asked how to send letter to KPC. JP advised her to use the pavilion postbox. It was suggested that we replace this with a waterproof one!

**Action: JP**

**Website:**

JP confirmed that the KPC website is coming along well & thanked TK / KG for photos they had sent. An Events calendar for the Green will be on the website and JP should be informed of any dates planned for future events.

**Wi Fi:**

TK commented that the Wi Fi has a complex password – change it to “pavilion wi fi”? It was agreed that ideally this should be available to all.

**Action: TK**

**AIRS Village Halls meeting:** BWB had attended this meeting and reported that it was very useful. Training courses are now available for committee members covering finance & compliance. ESCC are able to offer support for committees applying for grants. BWB suggested that this might be a way to fund acoustic panels for the ceiling. **Action: BWB**

**Date Of Next Meeting:** Monday January 13<sup>th</sup>