

KINGSTON COMMUNITY PAVILION

There will be a meeting of the Pavilion Committee on Monday 10th February 2020
at the Pavilion, starting at 7:00 p.m.

AGENDA

1. Apologies
2. Minutes from previous meeting, 2nd December 2019 (already circulated)
3. Matters arising (other than Action points)
 - Booking Secretary: any issues with handover? **JS**
 - Review of following documents: **All**
 - Booking Procedure
 - In the event of a fire
 - Safety guidance
 - Legionnaires disease: review of risk assessment & next steps (previously circulated); **All**
4. Action points:
 - Repairs & maintenance: **PM**
 - External maintenance/ doors facing tennis courts and kitchen window
 - Picnic Bench: **TK**
 - Internal maintenance: **PM**
 - Update on heating & hot water system
 - Handle on veranda door
 - Corridor lights
 - Deep Cleaning: **BB**
 - Fire alarm: **BB**
 - Decoration to make good area around shutter: **BB**
 - Automatic timer lock to allow access to changing room toilets: **TK**
 - Budget 2019/20 & Items budgeted for in 2020/21: **BB**
 - Cage barrier for the utility room
5. KPH update: **KH**
6. KPC update: **FH**
7. Any other business
 - Defibrillator: annual training session; **BB**
8. Date of next meeting