

KINGSTON COMMUNITY PAVILION
Minutes of Committee Meeting, Monday 11th May 2020

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

Apologies: Keith Hicks, Jerry Sinclair.

Minutes: of the meeting held on 30th March 2020 were approved by the Committee and signed by the Secretary.

Update on Coronavirus as it relates to the Pavilion: Recent events that have taken place are:

March 13: Pavilion first closed. Statements of closure appear on posters at the Pavilion & on the website.

April 1: Flooding noted in the Pavilion and cleaned-up by FH, RH & TK. The electrics were switched off and then switched back on at 5pm for key functions e.g. the defibrillator, security and fire alarms.

April 10: RWB disinfected Pavilion touch-points internally & key ones externally.

April 14: the alarm went off and the Pavilion doors facing the tennis courts were found to be open – a mystery.

TK changed the code on the security alarm.

Ongoing: TK has been in the Pavilion on a number of occasions to permit entry to maintenance workers.

Regarding Covid-19, we received feedback from the insurers, as follows:

1. "Due to the current circumstances, they have extended the un-occupancy period to a minimum of 60 days for premises that have become unoccupied due to COVID-19 restrictions."
2. Our interpretation of the insurer's response and JP's comments is: we can enter the building for checks, "as long as the relevant precautions are being made and the Government's latest advice is being adhered to in regards to social distancing etc...."

Closure of Pavilion & potential re-opening date: *the Pavilion will remain closed until further notice.* Any potential opening date depends on Government advice and the vulnerability of Pavilion users.

Cleaning measures to be undertaken before re-opening: because the Pavilion remains closed for the time being, there is no need to have the Cleaner come back in to carry out regular cleaning.

A reminder of what we agreed at the last meeting (so-called Option 2):

1. KPC were willing to permit someone to enter the Pavilion – perhaps on a weekly basis – to check the fire alarms and carry out anti-Legionella measures.
 - i. cleaning & disinfection of the touch-points everywhere inside the Pavilion was performed on April 10th
 - ii. checking of the fire alarms, performing anti-Legionella measures, by TK taking the necessary precautions

- iii. TK has also been opening the Pavilion at intervals for maintenance of the Pavilion e.g. alarms
2. After the above measures and before re-opening the Pavilion, a prudent procedure would be:
 - cleaning of the Pavilion inside
 - the disinfection stage will not really be necessary as it will have been done as mentioned above, and re-contamination will not have occurred – unless, of course, the person checking the fire alarms, etc., develops symptoms of Covid-19
 - cleaning and disinfection of touch points outside the Pavilion
3. Timing of the above procedure to be the day before the Pavilion is re-opened.

For discussion: it might be better to leave a 3 day gap between last entry of the Pavilion and Charlie coming in to clean it, followed by another gap of 3 full days before allowing entry to general users. This point was agreed.

Update on maintenance checks being carried out: TK is letting maintenance workers in to the Pavilion at 3-day intervals or greater. He has also been carrying out tests on the fire alarms and flushing the taps and showers, every 1-2 weeks. TK confirmed that he had enough plastic gloves for the time being, but BB has some more on order.

New measures to be instigated on re-opening: we may need to implement certain measures regarding social distancing, use of hand cleanser, etc when the Pavilion is re-opened, but it is too soon to identify the measures required.

Matters arising (other than Action points)

Flooding of Pavilion: on April 1st the water cylinder cracked and flooded the Pavilion causing damage to the following;

- Kick-boards in the kitchen
- Main room; the flooring, the electric sockets in the floor, the plaster at the foot of the walls (so that the walls need repainting), the legs at the foot of the tables & chairs
- Also damaged were some of the records kept in the locked cupboard of the small meeting room and cardboard boxes & textile materials in the utility room.

Our thanks to FH, RH and TK for cleaning up the mess and calling out Alpha Heating to carry out the necessary repairs, turning the electrics off and turning them back on later in the day for key functions.

Insurance claim: photos were taken by TK and have been sent to the insurers. JP has heard from the case handler for the insurance claim that they are liaising with AXA regarding how to progress and will update us shortly. JP advises that we should hold off on everything until either JP or TK hears from them. **Action: JP and/or TK**

The boiler is not covered by insurance, but may still be under warranty. It may be that BB has details in some old Pavilion files. **Action: BB**

The cylinder was supplied by Tugwell. *Post-meeting note: FH provided their telephone number.*

Attempted theft of roof lead (police report & repair): one of the village residents noticed that someone had tried to rip the lead from the Pavilion roof and reported it to TK. TK reported it to the Police and obtained a crime number. The cost of repair will be £40, which is less than the excess on the insurance. It was agreed to proceed with the repair. **Action TK**

Is it possible to obtain a grant to cover the running costs of the Pavilion during lockdown?

We are aware that the Village Hall Committee has been successful in obtaining a grant to cover costs during the Covid-19 lockdown. **Action: BB** to follow up with KH to determine if the Pavilion might also qualify for such help.

Action points:

Roof irrigation: GRAF came to switch the system back on during April. It worked initially, but then stopped. It has since been switched on again, using mains water, but at one point the water was running constantly, which it should not. It was not clear if Graf had replaced the electronic control board. **Action: PM** to call Graf to clarify and to find out why the water might sometimes “run continuously.

Internal maintenance:

- Update on heating: the heating had been switched on to help dry the Pavilion out, following the flooding, and appears to be working satisfactorily.
- Update on electrics: review completed and seems okay. Might need to replace the floor sockets.
- Fire alarm: service of alarms was performed on 4th May. It was not clear if the fire extinguishers were tested. To be checked. **Action: TK**
- Security alarm: servicing is due and will be carried out on 22nd May.
- Defibrillator: the checks are being carried out as usual and all is okay.

Legionnaires disease: training & next steps (review of risk assessment previously circulated); we will proceed with training, once the Covid-19 situation is over. At the appropriate time, we'll choose between Alpha/HSL and Valens Water.

KPC update: much had already been covered.

Tennis courts: the question of whether the tennis courts could be re-opened came up, as a number of people have raised the issue recently.

The government advice was discussed and it was agreed that the Pavilion (and use of its facilities) should remain closed until further notice.

However, opening of the tennis courts is down to the Parish Council and the tennis club is expected to manage practicalities, which is especially difficult on unsupervised courts. **Action: TS** will discuss this with the Tennis Club Committee and will make recommendations to KPC also taking into account guidance from the LTA.

Any other business

Expenditure versus budget 2019/20: we were overspent, but the amount over budget will be covered by virement between other council (but not pavilion) budget headings if necessary, or in the case of the website via existing reserves. N.B. - the water company over-charged in the previous year and the credit covered the last financial year.

Draft Scheme of Delegation: this will be discussed at the next KPC meeting. It includes KPC's working arrangements with the Pavilion Committee, covering Membership & our areas of our responsibility. The Committee proposes to KPC that 2 changes be made, as highlighted below in yellow, as this represents current practice.

Membership

- ii. The Committee should comprise of a Chair and at least five representatives all drawn from the local community, and be supported by **two one** representatives **s** from the Council. Further members may be co-opted from the community and user groups if required.

Areas of responsibility

- vi. Exercise management responsibility for an annual operating budget delegated by the Council to meet the costs of maintenance and consumables. Accountability for all disbursements rests with the Clerk and Responsible Financial Officer, **and The** Chair of the Pavilion Committee will need to liaise with the Clerk to the Council on all items of expenditure or proposal for contracting services.

Updated Safety Guidance & In the Event of a Fire documents: at one of the recent meetings, the idea of adding a phrase to the "Safety Guidance" and "In the Event of a Fire" documents was suggested, as the fire alarm does not "go through" to the fire brigade. It was agreed that the text below be added to these documents.

"Whenever possible, it is recommended that the Responsible Person (key-holder) has a mobile phone with them at the Pavilion, so that Emergency Calls can be made if necessary."

We should check if these documents appear on the Pavilion website. **Action:BB**

After the lock-down ends, how can we use the Pavilion to host & celebrate the excellent work carried out by those people in the village caring for and helping out others?

This was considered to be a good idea as and when it became appropriate. It should be aimed at all people in the village. Ideas for such celebrations are to be generated.

Action All.

Date of next meeting: Monday 13th July at 7pm, probably by Zoom