

KINGSTON COMMUNITY PAVILION

There will be a “virtual” meeting of the Pavilion Committee on Monday 13th July 2020, starting at 7:00 pm, using ZOOM

AGENDA (& update)

1. Apologies: **PG**
2. Minutes from previous meeting, 11th May 2020 (already circulated)
3. Flooding of Pavilion
 - Update on insurance situation: **TK**
 - The insurance is due for renewal on 19th August; Covid-19 for insurance purposes will be a “known risk”
 - Risk Assessments will be required to fulfil our “duty of care” to users of the Pavilion
 - Feedback from Tugwell on water-cylinder warranty: **PM**
 - No details of the warranty were found in BB’s files
 - Funding of additional costs e.g. water-cylinder & any new Covid-19 measures to be implemented
 - A grant is not possible, however KPC does have reserve funds for “extra-ordinary costs” if necessary: **BB**
4. Update & discussion on Coronavirus as it relates to the Pavilion: **All**
 - Update on recent events

Since the last Committee meeting, only TK and the necessary maintenance workers have entered the Pavilion, with at least 3-day intervals between entries. TK has been checking the fire alarms and carrying out anti-legionella measures.

- May 4: Fire alarms: Southern Alarms carried out the regular service. What is the situation with the Fire Extinguishers?
- May 18: Tennis courts re-opened.
- Pavilion taps have signs indicating they should not be used.
- May 19: Security Alarms: Red Alert performed the regular service.
- May ?: The lead roofing has been repaired.
 - Are flood repairs required before re-opening is to be considered?

In a discussion between TK, BB and JP, it was considered that we do need to fix the hot water system before we can re-open the Pavilion.

KPC has received a bill for the water at the pavilion for £1,923.42 !! It bears no correlation at all to previous meter read usage. General yearly use is 114 and the bill is based on a reading for use of 651

It could have something to do with the flood or be the result of a leak. JP believes that either the insurance or water authority will cover this, but we need to provide info on the situation. TK is investigating.

- Update on maintenance checks being carried out; TK
 - Confirm Pavilion is therefore not unoccupied for insurance

TK has been flushing loos/drains etc, and testing the (fire) alarms every 3 or 4 weeks

- Closure of Pavilion & potential re-opening date
 - Confirm that nobody with confirmed or suspected Covid-19 has been in Pavilion

Many of our core users are probably over 70 and/or fall into vulnerable categories with respect to Covid-19.

- ***Feedback on the Draft Risk Assessments, regarding Covid-19, to determine the new measures to be instigated before and on re-opening. These have been circulated already as Appendices F & G: All***

All user groups will be required to complete their own risk assessments, including the Tennis club, Tennis coach and Football club, these latter groups all having their own insurance.

- Feedback on the Special Hiring Conditions (Appendix E)
- Feedback on the Appendices C (poster) and H (Covid-19 first aid kit)
- Cleaning measures to be undertaken before re-opening
 - Discuss cleaning schedule after re-opening
- Review other (i.e. existing) risk assessments, as necessary
- Partial re-opening, full re-opening or remain closed for time being?

Many posters relating to the measures required e.g. hand-washing, “Catch it, Bin it, Kill it” can be printed from the PHE website.

- How to keep users of the Pavilion informed?

An e-mail was sent to regular users on 6th July, informing them of the continued closure of the Pavilion. BB has received 3 replies: 2 simply expressed thanks for the update and the third (Craft group) indicated they were in no rush to get back in the Pavilion.

Football: they expect their new season to start on Saturday Sept 12th. If this date holds, they would hope to start training at the Green 3 or 4 weeks beforehand, but would not need access to the Pavilion. There is a meeting planned for the clubs in the league soon, so they'll keep us updated when they have some more news. Its not clear if they would need access to the external cupboard, but they probably would.

When we send out the Risk Assessments to users of the Pavilion for them to consider, we should probably send out a questionnaire to them at the same time. ACRE's version is attached for you to consider.

5. Matters arising (other than Action points)

- Telephone & Broadband provider: contract runs out soon. Are BT (who are expensive) still considered the best for the 2 lines in to the Pavilion? **All**

This, apparently, was discussed some years ago and the Committee voiced a preference for BT due to the accessibility of support. There are two lines - one allocated for the intruder alarm and one for broadband. A general telephone call line is not required. It has to be a business contract. The current monthly cost is 68.90 (excluding vat) for the 2 lines, which is high on market comparisons. Previously taken into account was the inadequate provision of broadband service in the village. KPC would like us to look into and consider changing provider to significantly reduce costs. Gas and electricity costs are with British Gas until January, but JP can look into a utility package via Utility Warehouse and other providers once we make a decision.

PG commented: “do we really need 2 lines? Can the alarm and broadband not share the same one? I don’t know how the alarm system uses the line but as long as it doesn’t interfere with the ADSL signal we may be able to just use one. As for supplier - doesnt really matter anymore. If anything goes wrong with the line it will probably still be Openreach who sort that no matter who the contract is with. There is probably a sign on somewhere for the broadband account so we can review the usage stats - anyone know what that is and its password? Maybe we could use some sort of restricted usage account instead of an open ended one?”

TK replied: “Alarms usually require a dedicated line (mine at the office certainly does)”.

6. Action points:

- External repairs & maintenance:
 - Lead on roof: This was repaired in May. **TK**
 - Feedback from Graf: **PM**

GRAF reassures us that they did replace the electronic control board for the system. The system was upset by the mains water supply being off (due to the hot water cylinder problem) but that GRAF talked TK through the reset procedure. It should be okay again now.

- Internal maintenance: **TK**
 - Update on heating & hot water system
 - Update on electrics
 - Fire alarm: service took place on 4th May. There were a couple of comments:

1. do we have a zone drawing?
2. they say there is no PL fitting in the meeting room fau. What is that?
3. Do the extinguishers need servicing yet?

- Security alarm: service took place on 19th May

- Defibrillator: being checked daily (& monthly for the full check), without entering the Pavilion.
- Legionnaires disease: requirements before opening, training & next steps: **All**
- Automatic timer lock to allow access to changing room toilets. [Is this still appropriate?](#) **All**
- Documents: all have been updated to mention that the “Responsible Person” should have a mobile phone with them, whenever possible: **Action:** to be put on website and notice-board before reopening.

7. KPH update: **KH**

8. KPC update: **FH**

9. Any other business

- [Scheme of Delegation from KPC to the Pavilion Committee:](#) this was reviewed by the Pavilion Committee and finalised by KPC during May.
- Switching power-points on for the Action Group: **TK** has agreed to do this.

10. Date of next meeting