

## KINGSTON COMMUNITY PAVILION

There will be a “virtual” meeting of the Pavilion Committee on Monday 23<sup>rd</sup> November 2020, starting at 7:00 pm, using ZOOM

### AGENDA

1. Apologies
2. Minutes from previous meeting: 21st September 2020 (already circulated): **All**
3. Repairs to Pavilion following flooding of Pavilion: **TK**
  - Hot water cylinder
  - Decoration
  - Anything else (including feedback about Decorator potentially being exposed to/having Covid-19; apparently he got the all-clear)
4. Update & discussion on Coronavirus, as it relates to the Pavilion: **All**
  - Update on recent events (see recent report for KPC)
  - Potential re-opening date of the Pavilion
  - [If considered likely to re-open by Xmas, review of the risk assessment, regarding Covid-19, Hiring Conditions and Covid First Aid Kit. If not, review to be delayed until next meeting.](#)
  - Cleaning measures to be undertaken before re-opening and after re-opening
  - Feedback from football groups: **JS/BB/FH**
5. Matters arising (other than Action points);
  - Budget for 2021/22: **All**
    - Anti-Legionnaires’ training
    - Defibrillator costs
    - Cleaning costs
    - External varnishing of woodwork: window frames, sills and doors
    - Replacement of doors facing tennis courts
    - Automatic timer lock
    - Hosting of the Pavilion website
  - PAT Testing: timing of next tests: **PG**
6. Action points:
  - External repairs & maintenance: **BB/PM**
  - Internal maintenance: **TK**
    - Update on maintenance checks being carried out: **TK/PM**
      - heating & hot water system, including boiler service
      - electrics
    - Fire alarm; clarification of items on the last report: **PM**
    - Broadband router: **TK**
7. KPC update: **FH**
8. Any other business
9. Date of next meeting