

**KINGSTON COMMUNITY PAVILION**  
**Minutes of Committee Meeting, Monday 23rd November 2020**

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

**Apologies:** none.

**Minutes:** of the meeting held on 21st September 2020 were approved by the Committee and signed by the Secretary.

An update on recent events had been provided to the Committee and to KPC in a report for their Council meeting in November.

**Repairs following flooding of Pavilion**

**Hot water cylinder:** this has been replaced and was funded from KPC's reserve funds.

**Decoration:** the painting, decorating and repairs around the kitchen shutter were finished during the course of last week (i.e. w/c 16<sup>th</sup> November).

It was confirmed that the Decorator had not been exposed to Covid-19.

Repairs to the electric sockets in the floor can now take place. **Action: TK**

**Update & discussion on Coronavirus, as it relates to the Pavilion**

**Potential re-opening date of the Pavilion:** one request to use the Pavilion had been received, but they will be informed that the Pavilion is not ready to be re-opened.

**Action: JS**

It was considered premature by the Committee to re-open the Pavilion before Christmas and there are still some repairs required, including repairs to the heating system.

**Potential use of the Pavilion as a venue for vaccination against Covid-19:** TK has been in touch with a local Healthcare worker, asking if it would be useful for the Pavilion to be used as a venue for vaccination for local people. This was considered a good idea and will be pursued. **Action: TK**

Before re-opening the Pavilion, for whatever reason, the Committee will need to review the procedures necessary to be carried out, to achieve this. The regulations are changing on a regular basis, so will need to be reviewed at the appropriate time. e.g. review of the risk assessment, regarding Covid-19, and other measures recommended in the ACRE information pack, the latest having been issued on 30/9/20 and which included a new Appendix – M – on NHS Test & Trace QR code (attached).

**Feedback from football groups:** FH reported that KPC had reviewed the application for a new football group to play on St Pancras Green, which was considered satisfactory. However, it was not clear if Lewes FC would be providing their own equipment or not, in particular goal-posts. The person liaising with Lewes FC will be contacted to clarify this. **Action: BB**

Once the new Covid-19 regulations become clear for this area, regarding outdoor sports, the appropriate people will be contacted about use of the external Pavilion cupboards.

**Action: BB**

### **Matters arising (other than Action points)**

#### Budget for 2021/22

Anti-Legionnaires' training **£700 + VAT for 4 people or £350 +VAT for 2.** At the February Committee meeting 4 people expressed interest in doing the training, however, it is now considered that training of 2 people should be sufficient. This has been included in the budget.

Defibrillator costs: electrode pads and starter kits expire Nov 21: **£170** (incl. VAT) has been included in the budget.

Cleaning costs: we will need to share our risk assessment with the Cleaning company before the deep clean is carried out prior to reopening the Pavilion. This will determine what, if any, extra precautions the cleaner will need to take. The charge per clean is, therefore, likely to increase. KPC has included the weekly cleaning costs and 2 deep cleans for next year.

External varnishing of woodwork: the external wooden window frames, sills, doors and roof arches require varnishing and this cost should be included within the periodic maintenance budget. One estimate has been obtained, but further estimates are required before the end of December, for discussion at KPC's January meeting.

**Action: BB & TK.**

Replacement of doors facing tennis courts: these doors are in a worse state of repair than the woodwork on the other 3 sides of the Pavilion. If those doors were to be replaced we could use the funds for capital, as this would improve the fabric of the Pavilion. PM knows the names of the manufacturer of the doors (though it's not clear if the original suppliers are still in business), their UK agent and the firm that fitted the doors. PM also has other contacts. Estimates are required before the end of December. **Action PM** to look at the doors and contact people for estimates, for those doors requiring replacement.

Automatic timer lock; on external door of changing-room corridor: Red Alert are visiting on 1/12/20 to service the security alarms. They will also look at the external door of the changing-room corridor to provide an estimate for fitting an automatic timer lock on the door. KPC has agreed that this cost could be included within the periodic maintenance budget.

**Action: TK** will let Red Alert in.

**Action: BB** to provide TK's telephone number to Red Alert.

Hosting of the Pavilion website: (*post-meeting note:* TK had provided costs for hosting the Pavilion website to KPC, prior to their November meeting).

PAT Testing: timing of next tests: it was agreed that this should be done a couple of weeks before the grand reopening of the Pavilion, whenever that is. PG will also do the testing for the Village Hall if it is covered by ACRE. **Action: PG**  
The testing kit will be sourced from ACRE. **Action JP**

### **Action points**

External repairs & maintenance: already covered above.

### Internal maintenance:

Heating & hot water system: TK noticed the heating wasn't coming on at the pavilion. Alpha Heating came to have a look, but the heating didn't work and started leaking gas, so everything was switched off.

Alpha then serviced the boiler to see what was wrong with it. A gas valve had failed and was replaced, because it wasn't working without this part. Alpha provided an estimate for the initial repairs (£863.1), which they had carried out, but they also identified additional work to be done, including replacement of the Honeywell programmer, bringing the total estimate to £1,279.5. Authorisation has been given for the rest of the work to be done and an annual safety certificate has been requested. The latter work still needs to be carried out in order for the heating to work and be switched back on.

The water system for the roof has been switched off for the winter.

Fire alarm: clarification of items on the last report by Southern Alarms  
PM checked the failure of the safety light (the one over the door facing the tennis courts) reported in the last service by Southern Alarms. It was checked, by turning off the main power; the other lights came on as they should, but not that one. It will need a professional to replace it. **Action: PM**

In view of Southern Alarm's comment that there is no plan showing the different zones covered by the alarms, PM has drawn up a sketch plan of the building and will ask their engineer to mark these on it during his next visit. **Action: PM**

PM also performed the following jobs in October

- Re-set the trip-switch to put the store light back on. Also the trip for the lights in the main room.
- Replaced the missing plastic trim buttons for the kitchen blind.
- Clock in Main Room: the battery was replaced and the clock set to winter-time.

Broadband router: TK has plugged the new router in and it seems to be working, but still needs to work out how to remove the password and change its name. However, a QR scan could be put on the noticeboard to enable this. **Action: TK**

KPC update: FH reported a number of items, including;

- KPC had thanked the Case Officer for handling the Pavilion's insurance claim so well, including the enormous water-bill that had been incurred.

- KPC are investigating the switch to a more economic, “greener” supplier of gas & electricity, once the fuel contract ends in 2021.

**Any other business**

The woodchip panels in the corridor require removal. If the person who desires them fails to collect them, TS & BB volunteered to take them to the tip. **Action:TK**

First Aid Kit: some of the items have expired. **Action:TK** will take the kit to BB to replace expired items.

PC's: PG has received no feedback from the school regarding our offer for them to use the Pavilion's PC's.

**Date of next meeting:** Monday 1<sup>st</sup> February 2021, at 7pm.

However, another meeting may need to be called if the Pavilion is able to re-open before then.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_