

# Kingston Community Pavilion Report

Ref: KPC Meeting 13 January 2021 Appendix 1

## **Kingston Community Pavilion Committee** **Report for Kingston Parish Council's January 2021 Meeting**

### Coronavirus Outbreak & timeline of Events in relation to the Pavilion

- March 13: **Pavilion closed until further notice.** Statements of closure appear on posters at the Pavilion & on the website.
- March 24: Use of external taps stopped. Signs indicate they should not be used and were taped up.
- April 1: Flooding incident. Insurers said we can enter Pavilion to do checks, observing the appropriate guidelines.

*Since then, only the necessary maintenance workers have entered the Pavilion, usually with TK, avoiding more than one worker being in the Pavilion at the same time.*

*Regular maintenance: TK has been checking the fire alarms and carrying out anti legionella measures. The defibrillator is being checked daily, without entering the Pavilion & monthly functional checks are also being performed.*

- July 18: A risk assessment for the re-opening of the Pavilion was circulated to the Committee for review. This was based on ACRE's template, which is being continually updated in accordance with new information and Government guidelines.

*As a result, it was agreed by the Committee (21/9/20) to delay further review of the risk assessments, hiring conditions and other opening measures, until such time as the Pavilion is likely to open again.*

- August 22: Risk assessments were reviewed in order for the external cupboards at the Pavilion to be accessed. Permission to use those cupboards was granted to the tennis coach, the informal football group and Kingston u17s.

- December 26: Tier 4 introduced in Sussex: the informal football group continues to play on Saturday mornings, however, the u-17s have not found a league to play in and are no longer playing on St Pancras Green. The informal football group & the tennis coach continue to access the external Pavilion cupboards.

*The Pavilion itself remains closed, so there is no access to the changing rooms or toilets.*

However, at the November meeting of the Pavilion Committee, the potential re-opening of the Pavilion as a venue for vaccination of local people was suggested. TK is following this up.

## Other Business

Insurance claim & repairs: AXA's payment to cover the cost of building repairs was received by KPC.

- The decoration of the main meeting room, kitchen and corridor was completed during November.
- The insurance claim concluded with the cost of the excess water bill also being covered (£1,598.99), but the hot-water cylinder was paid from KPC reserves.

## Maintenance

- The water system for the roof was switched off for the winter.
- The boiler was serviced, the heating/hot water programmer replaced & a safety certificate issued.
- 1<sup>st</sup> December: Red Alert performed maintenance of the security alarms and provided an estimate to install an automatic timer lock on the external door of the changing room corridor.
- Phone lines: the new routers have now been set up.
- PAT testing: it was agreed that this would be carried out before re-opening of the Pavilion.

## Budget Proposals for 2021/22

Budget proposals for routine maintenance and other items in 2021/22 have been agreed or proposed, as follows.

- **Pavilion Website costs:** agreed by KPC.
- **Anti-Legionnaires' training:** for 2 people: **£350 + VAT**
- **Defibrillator:** electrode pads and starter kits: **£170 (incl. VAT).**
- **Cleaning:** we will need to share our risk assessment with the Cleaning company before the deep clean is carried out prior to reopening the Pavilion. Costs are managed and agreed by KPC.
- **Varnishing:** of the external wooden window frames, sills and doors: 2 estimates are in the process of being received (one is for £2,880).
- **Automatic timer lock:** on external door of changing room corridor. Red Alert visited on 1/12/20 to provide an estimate, but nothing has been received so far.

## Next Steps

Once it is deemed possible to re-open the Pavilion, taking into account Government guidelines and the vulnerability of potential users of the Pavilion, we shall need to have it cleaned and implement other measures that might need to be put in place e.g. social distancing requirements, placement of hand-sanitiser, appropriate posters and so on.

Date of next Pavilion Committee meeting, by Zoom: February 1<sup>st</sup> 2021 at 7pm.