

KINGSTON COMMUNITY PAVILION
Minutes of Committee Meeting, Monday 1st February 2020

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

Apologies: none.

Minutes: of the meeting held on 23rd November 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 January Council meeting.

Repairs to Pavilion following flooding of Pavilion

Heating & hot water system:

Alpha Heating serviced the boiler last year when a gas valve had failed and was replaced. At that time, they identified additional work to be done, including replacement of the Honeywell programmer, bringing the total estimate from £863.1 to £1,279.5. Authorisation was given for the rest of this work to be done and an annual safety certificate has been requested. Alpha Heating are waiting for parts to arrive, before this final work can be completed. In the meantime, it was agreed that the “air conditioning units” could be switched on low, to help prevent freezing issues.

Action: TK to follow up with Alpha Heating.

Action: BB to check with JP whether the additional funds have been accounted for in the remaining expenditure calculations.

Post-meeting note: the additional £416 has not been taken into account.

Electric sockets in the floor: **Action: TK** to follow up with the contractor.

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

- Work around the tennis courts is required to make safe the slippery matting and to repair drainage issues at the end of the court nearest the Pavilion. The contractor had requested access to the toilets in the Pavilion, but this was declined.

Action: TS will follow up with JP regarding the status of these works, as it is KPC who are directly involved.

- Feedback on the concept of the Pavilion being a vaccination centre: it does not appear to be an appropriate site for a vaccination centre.
- Potential re-opening date of the Pavilion: it was felt to be too early to hold discussions about a reopening date for the Pavilion.
- Consequently, further review and updating of the Covid-19 risk assessment, Hiring Conditions, etc will be delayed to an appropriate time. The last update of the ACRE information on Covid-19 and associated risk assessments was on 16/12/20, prior to the current lockdown.

Matters arising (other than Action points):

- Feedback about football groups & tennis: football and tennis resumed during December, after the November lockdown, and the informal football group and tennis coach were given permission to access the external Pavilion cupboards.

The new football group run by Lewes FC also started on St Pancras Green in December, but they do not access the Pavilion cupboards.

The informal football group and the tennis coach were advised on 5/1/21 that they were not allowed to access the external cupboards during the current lockdown. TS advised that the tennis courts are currently locked up.

- Budget for 2020/21 & 2021/22

The overall budget for the pavilion this financial year is £11,080.

- Net underspend: £5,765
- January to March utilities and other items need to be taken out.
- JP advises that any other essential spends can be made up to £4,000 e.g. varnishing, PAT testing equipment hire, timer lock, etc.

As mentioned above, we need to know whether the £416 required for the additional heating & programmer work should be deducted from this £4,000. **Action: BB**

Post-meeting note: JP confirmed that remaining funds are £4,000 - £416 = £3,584.

- External varnishing of woodwork: window frames, sills and doors – 2 estimates were circulated for consideration. The 2nd estimate appears to be more competitive and their previous work at the Pavilion was considered good, but we need to check the cost of adding the roof arches & confirm that they can, indeed, start in March. **Action: TK**

Post-meeting note: this contractor has another job in March that is indoors, but they can alternate between that job & the Pavilion in line with the weather situation. They would aim to start from mid-March and should be finished by mid-April. This would allow budgetary funds to be used from both financial years. If we are replacing the end doors, the contractor can do the arches for the original (i.e. same) estimate plus about £100 or so for the additional varnish: - to be confirmed shortly.

- Replacement of doors facing tennis courts

It was confirmed by KPC that if these doors were to be replaced rather than repaired then we can use the capital funds, as this would improve the fabric of the Pavilion. **Action: PM** to obtain an estimate from Chandlers to replace all the doors on the tennis court side of the Pavilion and an estimate for a fewer number of those doors, if that is deemed possible & appropriate.

We then need to decide whether replacement of these doors would be best, or simply to repair as per the above repair/varnishing estimates already received. **Action: All**

- Automatic timer lock: Southern Alarms did not provide an estimate for this, when they visited on the 29th to service the Fire Alarms. They will be asked to provide one at their next visit when they return to fix

the safety light. *Post-meeting note: the safety light was fitted on 5th February.*

*Post-meeting note: TK contacted Southern Alarms to remind them about the automatic timer lock, but they seemed not to know anything about it. They will however, have a look when they return. That's BB's mistake, as it appears that it was Red Alert whom BB had originally spoken to about this. **Action: BB** to remind Red Alert prior to their next visit to service the Security Alarms.*

- PAT Testing: timing of the next tests will be a couple of weeks prior to re-opening. **Action: PG**

Action points:

- External repairs & maintenance:
 - Wood batten: at the tail end of 2020, it was noticed that a wooden batten, with nails in it, had come away from the angle between the wall and the roof under the porch, which overlooks the Green. This appears to have been “decorative” and was removed.
 - Downpipe: on Christmas day, this was noticed to have come apart and water was dripping onto the “veranda paving”. The downpipe was re-inserted into the guttering and taped in place. It still looks satisfactory.
 - Roof water-system: given that we appear to have funds to spare in this financial year, it was agreed to be a good idea for PM to find out from Graf/“Rainwater Guy” if any work might be required on the roof.
Action: PM
 - Guttering: when it rains heavily, the guttering on the road side of the Pavilion overflows. It is not clear if the guttering needs to be cleaned or if it is due to the guttering being slightly “bent” there. It's to the right of the defibrillator cabinet as you look at the Pavilion from the road.
Action: BB to contact a local handyman.
- Internal maintenance checks: These have been done ad hoc, but they have been around once a week on average. It was agreed that a formal rota to check once a week would be better.

Action: BB to create a rota for the next 2 months for TK, PG, FH and JS, who all kindly volunteered. Also, BB shall provide the Pavilion keys to PG.

Action: PM to circulate fire alarm instructions to all. PM also agreed to offer help, if necessary.

The weekly routine checks required are:

- Security alarm
 - Fire alarms (instructions and “keys for the push-button alarms” are in the filing cabinet in the small meeting room)
 - Flushing of taps, toilets & showers to prevent Legionella forming
 - A general inspection of the premises
- Fire alarm service; this took place on Friday 29th January. Southern Alarms will be returning in a week or two to replace the emergency light bulb in the Main room at the tennis court end. They will also be

asked to mark the position of the fire zones on the diagram prepared by PM showing the layout of the building. **Action: BB** to send the diagram to Southern Alarms. *Post-meeting note: the diagram has been sent.*

- Broadband router: the Pavilion has 2 telephone landlines, one of which has been switched, but so far Utility Warehouse were unable to switch over the line covering the intruder alarm. This does not affect its function as it currently remains with BT. JP is trying to get the full switch-over completed.

Can all estimates for maintenance work please be forwarded to BB, so that they can be consolidated by the 1st March and circulated to the Committee, in order to make decisions for expenditure to be incurred in this financial year. **Action: All, then BB.**

KPC update

The British Gas contracts terminate at the beginning of February & KPC has decided to switch to Octopus Energy, who offer 100% renewable, sustainable electricity and carbon neutral gas. It is also £400 cheaper, annually, than current costs. JP will be taking the gas meter reading and TK the electric reading at the Pavilion on 6th February, in preparation for the switch. *Post-meeting note: this has been done.* KPC have developed an Environmental Action plan, where the aim is to manage the Pavilion in a sustainable way by managing the fuel, water, green roof and cleaning materials in a more efficient and environmentally beneficial way. All ideas are welcome. **Action: ALL.**

KPC also have £170,000 available for capital projects in the village. Any ideas from the Committee are welcome, in particular for the Pavilion and/or the Green. **Action: ALL.**

Finally, FH advised that legal permission to hold Council meetings “virtually” is due to expire in May, however, it is anticipated that this could be extended depending on the status of the Covid pandemic.

Any other business

- The woodchip panels are still in the corridor & need to be removed before re-opening: **Action TK**
- First aid kit; several items in the kit have expired and require replacement: **Action: TK** to provide a date to BB, when he can enter the Pavilion to pick up the kit.
- Documents for review: the “Conditions of Use,” the “Booking Policy” and the Event Risk Assessments should be reviewed & updated if necessary; **Action: BB** to circulate, prior to the next meeting.
- Christmas lights: it was agreed that the purchase of lights for the outside of the Pavilion, around Christmas time, would be a good idea to cheer the place up. **Action: TK**

Date of next meeting: Monday 12th April at 7pm, most likely by Zoom.

Signed: _____

Date: _____