

# Kingston Community Pavilion Committee Report

Ref: KPC Meeting 5 May 2021 Appendix 6

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

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

- March 13, 2020: **Pavilion closed until further notice.** Statements of closure appear on posters at the Pavilion & on the website.
- March 24, 2020: Use of external taps stopped. Signs indicate they should not be used and are taped up. In spite of this, however, they are used occasionally and have to be re-taped.
- March 30: First Pavilion Committee Meeting held by Zoom
- April 1, 2020: Flooding incident. Insurers said we can enter Pavilion to do checks, observing the appropriate guidelines.
- April 10: Touch-points in the Pavilion were disinfected, as were the key ones externally.
- April 14: TK changed the code on the security alarm and only Pavilion Committee members know the new code.

*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, where possible.*

#### **Regular maintenance:**

- *TK had been checking the fire alarms and carrying out anti-legionella measures, initially, but for the last couple of months a rota has been introduced so that these checks are shared amongst several volunteers from the Committee.*
- *The defibrillator is being checked daily, without entering the Pavilion & monthly functional checks continue to be performed.*

In July 2020, a risk assessment for the re-opening of the Pavilion was circulated to the Committee for review, based on ACRE's template. This is continually being updated, in accordance with new information and Government guidelines. The most recent version of 26/3/2021 has been used to prepare new hiring conditions and a Risk Assessment, which is currently under review by the Committee. Other measures required will also be looked into.

***A new questionnaire is being prepared for regular users of the Pavilion to complete, because we are currently working towards a re-opening date of 21<sup>st</sup> June 2021.***

Throughout 2020 & 2021, risk assessments have been reviewed in order for the external cupboards at the Pavilion to be accessed by the tennis coach, the informal football group and Kingston u17s when guidelines have permitted. Sadly, the u-17s did not find a league to play in and, consequently, are no longer playing on St Pancras

Green.

*In summary, the Pavilion closed on 13/3/20 and will remain closed until 21/6/21.*

### **Other Business**

Insurance claim & repairs: AXA's payment to cover the cost of building repairs, following the flooding, was received by KPC in Autumn 2020. The repairs that have been completed include replacing the hot-water tank, redecoration of the main meeting room and main corridor, as well as repair and re-varnishing of the wooden furniture in the main room.

Regular Maintenance: of the Pavilion has continued as usual. This has included:

- servicing of security and fire alarms & extinguishers
- servicing & repairs of the boiler
- servicing & repairs of the roof irrigation system, as well as cleaning of the underground water tank
- the weekly checks previously mentioned, including anti-legionella measures.

Since the last report, the guttering on the south side of the Pavilion has been replaced, varnishing of the outside woodwork has commenced and a new fire alarm button has been installed.

It should also be noted that there appeared to be an attempted theft of lead from the Pavilion roof earlier this year. It was not successful, but repairs were required.

Finally, an estimate for replacement of the south side doors (facing the tennis courts) has been obtained, which could potentially come out of the Capital Funds.

Miscellaneous: the "BBQ cupboard" was tidied up and several items cleared out, in order to create more space, which was utilised by the tennis coach and the informal football group for their equipment.

Other services: during the last year, switches have been made to more economic and more environmentally friendly suppliers e.g. broadband & energy services.

Administration: the Conditions of Use of the Pavilion, the Booking Policy, Booking Procedure and all the risk assessments have been reviewed. Updated versions will be prepared in time for re-opening of the Pavilion.

Date of next Pavilion Committee meeting: June 1st 2021 at 7pm.

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