

KINGSTON COMMUNITY PAVILION

There will be a “virtual” meeting of the Pavilion Committee on Monday 12th April 2021, starting at 7:00 pm, using ZOOM

AGENDA

1. Apologies: **PG**
2. Minutes from previous meeting: 1st February 2021 (already circulated): **All**
3. Update & discussion on Coronavirus, as it relates to the Pavilion: **All**
 - Update on recent events (see February’s report for KPC)
 - Insurer’s conditions & Pavilion checks: **All**
 - Enquiries about Pavilion re-opening: **JS/BB**
 - Potential re-opening date of the Pavilion (May 17th, June 21st or another date?)
 - Review what is required to re-open the Pavilion: **All**
 - Apply for NHS QR code, obtain posters, sanitiser, etc.
 - Review Covid-19 risk assessment
 - Hiring Conditions
 - Cleaning measures to be undertaken before & after re-opening
 - Procedure if someone becomes unwell with Covid-19 (Covid First Aid Kit)
 - Do we need to circulate another Questionnaire?
 - PAT Testing: timing of next tests: **PG**
 - Anything else?
4. Matters arising (other than Action points);
 - Feedback about football groups & tennis: **JS/TS/BB**
 - Expenditure in 2020/21 – items paid for in that financial year
 - External varnishing of woodwork: window frames, sills & doors: **TK**
5. Action points:
 - External repairs & maintenance: **TK/PM**
 - External varnishing of woodwork: window frames, sills and doors: **TK**
 - Roof irrigation: **PM**
 - Replacement of doors facing tennis courts: **PM**
 - Guttering: **BB/TK**
 - Automatic timer lock: **TK**
 - Internal maintenance: **TK**
 - Heating, hot water, programmer & safety certificate: **TK**
 - Safety light: **PM**
 - Fire alarm service, follow-up & new control panel: **BB/FH**
 - Broadband router: **TK**
 - Electric sockets in the floor: **TK**
 - Main entrance: water ingress & repair to laminate flooring: **TK/PM**

- Flooring strip between the entry hall and main hall: repairs required:
TK/PM

6. KPC update: **FH**

7. Any other business: **All**

- Ideas for spending KPC's £170,000
- KPC Scheme of Delegation
- Updated Pavilion documents (Conditions of Use, Booking policy & procedure; already circulated for comment): **All**
- Pavilion risk assessments (Adult and Children's indoor & outdoor events, Fire alarms, Legionella, 1st Aid, Family Fun Day; already circulated for comment):
All
- Woodchip panels in corridor: **TK**
- Outdoor lights: **FH**
- Drains on St Pancras Green: **BB**

8. Date of next meeting