

KINGSTON COMMUNITY PAVILION
Minutes of Committee Meeting, Monday 12th April 2021

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

Apologies: Paul Griffith.

Minutes: of the meeting held on 1st February 2021 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 written in February.

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

Insurer's conditions & Pavilion checks

We need to continue the rota for weekly checks. PG is willing to continue on the rota if he has a key as were the others who have been doing the checks.

Action: BB to prepare a new
rota.

JP confirmed on 8/3/21 that all the Committee's activities in keeping an eye on the pavilion with these checks means we are compliant with the insurer's requirements and no additional measures need to be taken.

Enquiries about Pavilion re-opening

JS had received 2 enquiries, one regarding use of the Pavilion for a Yoga class and the 2nd for use by an Occupational Therapist. If these are commercial activities they will need to produce their own insurance, but JS should find out the nature of the booking required for the occupational therapy and the type of room needed. For the Yoga, we would need to know likely numbers, as there will be limits during the Covid-19 pandemic.

Action: JS

The WI would like to know if the pavilion would be ready to open by the beginning of July for their usual soiree. Their usual format is to have it outside as much as possible but that all depends on the weather. They currently have 40 members but not all of them attend. They are aware that they may have to issue tickets to avoid too many people coming. We will need to consider whether they would be able to provide food or whether members would have to bring their own. (*See below*).

Potential re-opening date of the Pavilion

May 17th, June 21st or another date? After discussion, it was felt best to work towards a re-opening date of June 21st when fewer restrictions will apply and vaccination rates will be higher, including 2nd doses for the most vulnerable.

Review what is required to re-open the Pavilion

It was identified that we would need time to finish ongoing maintenance work and to put in place the anti-Covid-19 measures required e.g apply for NHS QR code, obtain posters, sanitiser, etc., as well as finalising the Covid-19 risk assessment and Special Hiring Conditions. **Action: BB** to investigate what is available through PHE.

Action: Committee members to review the Covid-19 Risk Assessment, Special Hiring Conditions and Poster (Appendices F, E and C) by the end of this week.

Before sending out any Risk Assessment, it was agreed that we should send out another questionnaire to organisers of the various groups using the Pavilion, to determine if they or others in their groups would be willing to carry out the cleaning measures and other tasks we shall be asking them to perform. **Action: BB** to prepare a questionnaire and circulate to the Committee first for their review and comments.

- Cleaning measures to be undertaken before & after re-opening: JP has already been asked to clarify whether there would be any issues for the cleaner to resume duties at the Pavilion and that it's his Employer who is responsible for ensuring that conditions are safe for him in his workplace i.e. the Pavilion. The Cleaning Company may, therefore, need to visit the Pavilion, once we have put the Covid-19 measures in place **Action: JP**
- Procedure if someone becomes unwell with Covid-19; this was discussed and is covered in the hiring conditions.
- PAT Testing: PG can perform this at a convenient date, assuming we can get the tester. He would need to obtain the kit from AiRS and is happy to go & collect it / drop it back. PG thinks JP arranged it last time & organised the payment. He has plenty of labels for the pavilion equipment, but may need some extra if he is to do the village hall. **Action JP** to organise the equipment & **PG**: ideally the PAT testing should be done mid-late May.

Matters arising (other than Action points)

- Feedback about football groups & tennis: tennis has resumed and so have the junior footballers, but not the "informal group" of footballers.
- Expenditure in 2020/21 – the following items have all been paid for in the last financial year; Alpha Heating work on the boiler, work by the Rainwater Guy on the roof system, purchase of a new First Aid kit (now in the Pavilion) and part payment for the varnishing of the external woodwork, which started in March. **Action: JP** to provide the final amount spent.

Action points

External repairs & maintenance

- Varnishing of external woodwork; window frames, sills and doors. Just using Yacht varnish meant that the woodwork would not have a uniform appearance when finished. It was decided to use a first coat of Sandolin stain and yacht varnish over that to improve the finished appearance.
- Roof irrigation: the outside tank was cleaned and the service completed on 22/3/21. The invoice has been sent to JP.
- Replacement of doors facing tennis courts. The Jen Weld estimate was received, but there were some questions, which had been posed. PM believes the answers have gone straight to JP. *Post-meeting note; no answers have been received yet by anyone.*
- Guttering: this work will start later this week.

- Automatic timer lock: Red Alert will be asked for an estimate when they carry out the next routine service. **Action: BB.** *Post-meeting note; this has been booked, provisionally, for 3rd June at 8:30am.*

Internal maintenance

- Heating, hot water, programmer & safety certificate: when PM checked the Pavilion last weekend, it was noticed that the pilot flame on the boiler was not working. TK called out Alpha heating who had now fixed it. It needed a new thermal sensor. **Action: BB** to check if JP has received the safety certificate for the boiler.
- Safety light: a new one, slightly different to the others, was installed in February.
- Fire alarm service, follow-up & new control panel. “Zoning” of the building and other features can be marked on the floor plans at the next service in July (see below).

On the last service report several notes were made as being “unsatisfactory”, however Southern Alarms have reported back with the following comments.

- **Faulty fault buzzer.** It was indicated that this was not of major concern, as it doesn't stop the system from working; it means that the warning on the control panel is visual only, rather than by both sound and vision and people regularly walk past it. It was explained that the only way to rectify it would be to replace the control panel, which is one of the earlier versions of this model. A replacement panel having the same footprint and being a later model which has both key and code access, costs approximately £550 + vat. However, if we want the most up-to-date panel, which simplifies the testing procedure the most, this would be £850 + vat (N.B. it has a different shape to the existing panel).
- **Emergency Light above control panel:** “regarding the E/L above the panel, this may be an error of judgment on the engineer's part as he said it is not directly over the equipment. In general, the emergency light needs to be within close proximity in order to give enough lumen output to see the equipment if a power failure occurs. After speaking with a different engineer, he assures me that one is fairly close by, if this is the case it would be acceptable. Going forward, if diagrammatic floor plans have been created they could be updated to show:
 - Fire Alarm Devices
 - Emergency Light Locations
 - Fire Extinguisher Locations
 - + they would show/highlight escape routes out of the building”.
- **Manual call point signs:** with regard to “Fire Action” notices, there are several options available, which can be downloaded from Southern Alarm's website.
- **Broadband router;** the password has been removed and there are no issues with this now.
- **Electric sockets in the floor:** the electrics on these sockets were checked after the flooding and found to be okay. It was queried whether PG can PAT test these. **Action: PG** to clarify. *Post meeting note: PG clarified that PAT testing*

is to test equipment (e.g. kettles, TVs and other items that can be plugged in) when isolated from the mains. It does not cover testing the actual mains wiring or sockets & switches, which would have to be carried out by a qualified electrician.

- **Main entrance:** water ingress & repair to laminate flooring: PM explained that much work had been done on this in the past with limited success. An alternative might be to put in a soakaway just outside the door. **Action: TK** to ask local handyman if that could be done.
- **Flooring strip between the entry hall and main hall.** Ideally, this should be repaired, but it has been difficult to get a “flooring expert” to come, as it’s such a small job. **Action: TK & JS** to ask local handymen and **BB** to dig out some “left-over flooring” to see if that might do the job.
- **Electrics:** the electrics in the Pavilion should be checked. **Action BB** to obtain an estimate for that work.

KPC update: the annual meeting of KPC will take place on the 5th May, when roles and responsibilities on the Council will be agreed, as well as review of budgets, etc. There has also been a number of planning applications in the village.

Post-meeting note: it is sad to see that JP will be retiring from her position as Clerk on KPC. We would like to thank her for all her hard work in working with the Pavilion Committee and helping out when needed, in such a friendly manner. We wish her all the best in her retirement.

Any other business:

- **Ideas for spending KPC’s £170,000:** KPC have received a good number of ideas, but additional ideas are welcomed from the Committee members.
- **KPC Scheme of Delegation:** the Committee agreed that the Scheme of Delegation for the Pavilion Committee was okay.
- **Updated Pavilion documents (already circulated for comment)**
 - Conditions of Use - User Information
 - Booking Policy
 - Booking Procedure

The potential changes highlighted on the documents were agreed by the Committee, as being okay to incorporate into the final documents. **Action: BB** to finalise.

Pavilion risk assessments (Action: BB to finalise on the basis of the comments noted below.)

1. Adult indoor event
2. Children's indoor event
3. Coffee mornings.
4. Adult's outdoor event
5. Children's outdoor event

For all of the risk assessments, it was agreed that the review dates will need to be changed and we should make a note that each of these risk assessments should be read in conjunction with the separate risk assessment for Covid-19

- For the above 5, it was noted that under the heading storage, "toilet rolls and paper towels are stored in the cupboard nearest the TV in the main meeting room".
- Specifically for the Children's outdoor event, "Children must not be allowed to touch alarm controls" under "additional controls required," should be added, where indicated, for fire hazards.

6. Fire Alarm Test Procedure & Test Log

- Fire Alarm Test Procedure: The test log is fine. A few proposed changes were made on the circulated procedure, which were agreed should be included, however, PG suggested some additional changes, shown below.

“...having the actual code implies that is what you have to enter. It should just be something like 'press the down arrow 4 times to auto enter the pass code'. I spent ages the first time trying to work out how to enter a number 3!

also item 7 - change to the actual button name - there are 2 with similar names. Pressing the wrong one silences the alarm for a couple of seconds - then they come back on again.”

Finally, maybe we could add a photo of the control panel and highlight the buttons to be used.

Action: PM to review the risk assessment, taking these comments into account.

7. Legionella - minor changes that were highlighted on the document were agreed.
 8. First Aid kit (risk assessment, contents and checklist): changes highlighted on the document were agreed.
 9. Family Fun Day; changes highlighted on the document were agreed except the comment regarding plastic glasses, which should be removed.
- **Woodchip panels in corridor:** TK reported that most of these had now been removed.
 - **Outdoor lights:** KPC have solicited feedback from residents on St Pancras Green and this will be discussed at the next meeting of KPC.
 - **Drains on St Pancras Green:** the drains have been visited by Southern Water on at least 2 occasions when they have tried to unblock the drains/pipes by different methods. *Post-meeting note: BB rang Southern Water on 14/4/21 and was told that the "ticket" had been closed, as the job had been completed. The summary was that they have cleared out the surface-water chamber by jetting it and no further action is required. The hole near the manhole cover was mentioned and they had nothing to say as there was no mention of it in their report. Consequently, the hole was filled in that same afternoon.*

Date of next meeting: 1st June 2021 at 7pm; venue to be decided.

Signed: _____ Date: _____