

Appendix 1: Kingston Community Pavilion Committee Report for Kingston Parish Council's January 2022 Meeting

Coronavirus Outbreak & timeline of Events in relation to the Pavilion

March 13, 2020:	<i>Pavilion closed until further notice.</i> Statements of closure appeared on posters at the Pavilion & on the website.
October 29, 2021	The Pavilion re-opened.
December 10 th 2021:	New guidelines were introduced by the Government and those guidelines were implemented at the Pavilion.

Routine maintenance:

- A rota of several Committee Members is in place for routine checking of the Pavilion, which now mainly involves the fire alarms and monthly checks of the emergency lights.
- The defibrillator is being checked daily & monthly functional checks continue to be performed. New defib pads & “starter packs” were replaced mid-November.
- **Security Alarms:** last serviced on 8th November.
- **Fire alarms & extinguishers:** these were serviced on 9th July. A new fire alarm control panel is on order and will be fitted by Southern Alarms, once delivered. In the meantime, there is a sign on the fire alarm control panel (and reminders on a couple of main doors) explaining that it needs to be checked on entry to confirm that the display says “normal”. This “system” is working satisfactorily and the Booking Secretary is also explaining this to Hirers.
- **Emergency lights:** all these lights are working satisfactorily and monthly checks take place. The checking procedure is being updated.
- **New Cleaner:** the Pavilion is now being cleaned every Wednesday morning.

Other maintenance:

- **Replacement of South Side Bi-fold Doors:** a quote for the supply and fitting of the doors from a local Fensa registered company has been obtained. This will be discussed formally at the next KPC meeting, as the cost of installation needs to be approved by KPC.
The supplier will be coming to the Pavilion to make their own measurements. These doors have a 50 year guarantee and Wealden Joinery confirm the doors will have their finished coat. At present the proposed colour is light oak but the final choice will be to match the existing colour as far as possible.
- **Flooring:** the work requested on the flooring was not approved by KPC. It has been suggested that the issue at the door to the main meeting room could be solved with a kick-plate, however, if a kick-plate were screwed into the floor, there would be a risk of puncturing a hot-water pipe as there is under-floor heating. In the meantime, the solution with the Gorilla tape is satisfactory, however, alternative solutions should be considered.
- **Boiler:** the outstanding work on the ASH pump by an electrician and the installer has been completed. We are awaiting feedback on whether the old water-tank still has a warranty, before we try to sell it. The Clerk of KPC is looking into the relative costs of capping the gas supply or having it disconnected.
- **Clock:** the clock was serviced on 1st December.

- **External Store Room Lock:** this has now been repaired.
- **Kettle:** the kettle that failed its PAT test was replaced prior to re-opening.

Re-opening of the Pavilion

The Covid-19 Terms & Conditions, Risk Assessment and other updated documents were put on the website and notice-boards on 29th October, when the Pavilion re-opened. Much but not all the cutlery and crockery were washed prior to re-opening and the cupboards were labelled, as such. A Covid-19 “first aid kit” was also placed in the kitchen.

Since then all the above documents & posters were reviewed, updated and placed on the website and notice-boards in the Pavilion following the new guidelines introduced on 10th December. The main point relevant to the Pavilion is the new guideline on wearing of face-masks.

Since re-opening, 4 parties have taken place there and a few of the regular groups (KPC, KWAS, the 2 Bridge groups & the Tennis Coach) have returned, but others have not yet.

An **Open Day** was held on Saturday 4th December and this was considered to be successful with about 40 people having turned up, during the 3-hour period, including a number of families.

Booking Charges for use of the Pavilion

For Private Functions, the Pavilion Committee decided to raise the hire rates, as follows:

1. for Kingston & POLO residents; £10 per hour, to a maximum of £50 per day, and
2. for non-POLO residents and for commercial hire; £20 per hour

these charges becoming effective on 1st February 2022. This is the first rise in prices since 2017.

Use of the Pavilion for community groups and local clubs will remain free of charge, but they will be reminded that a contribution towards the running of the pavilion would be most welcome.

Pavilion Costs*

On-going

1. Utility Warehouse	£62.24	per month
2. Octopus Energy	£66.71	per month (last 2 months)
3. Cleaner	£271	per month (November)
4. Roof irrigation	£360	per year
5. Clock service	£309.60	this year
6. Sundries (e.g. Toilet Paper)	£20	(November/December)

One-off costs

1. Interlec (ELs)	£656.40	
2. Interlec (Light & sensor)	£131.04	
3. External cupboard lock	£46.44	
4. Kettle	£51.99	not submitted yet

Future expenditure

1. Fire Alarm control panel		
a. Panel for 72-hour battery	£663	
b. Installation cost	£156	
c. Total cost	<u>£819**</u>	(=£982.80 with VAT)
2. Materials for Covid prevention	£50	guesstimate
3. Flooring repairs	???	to be re-assessed

• *It is understood that KPC can claim back VAT.*

** *This figure does not include VAT.*

Capital Expenditure

1. Bi-fold door replacement	£9,698.84	
Includes installation cost		
2. BHESCO	£792.00	(November)
3. Balance of heat pump cost	£3,188	