

### **Appendix 3: Kingston Community Pavilion Committee Report for Kingston Parish Council's March 2022 Meeting**

**The Pavilion Committee** has been joined by 3 new people; Harvey Martin, Shelaine Siepel and Tracy Szekely. All 3 have agreed (for GDPR purposes) that their names can be published in relevant documents like minutes, etc. Bob Butchart has resigned from the Committee and Harvey has volunteered to take over the role of Secretary.

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

October 29, 2021	The Pavilion re-opened for the first time since 13/3/20.
December 10 <sup>th</sup> 2021:	New guidelines were introduced by the Government, which were implemented and remain in place at the Pavilion, even though restrictions have now been lifted by the Government.

#### **Re-opening of the Pavilion**

We continue to monitor the situation with regard to Covid-19 and the Terms & Conditions for hiring are updated regularly as deemed necessary.

The cost of hiring the Pavilion was increased on February 1<sup>st</sup> for Private Functions.

In January & February there were 20 meetings each month in the Pavilion, with the following new regular groups:

- Singing group (Thursdays)
- Yoga (Fridays)
- Parents & kids drop-in (Saturdays)

However, the Coffee Morning group has not yet returned to 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 and first aid kit.

- **The defibrillator** is being checked daily & monthly functional checks continue to be performed. The defibrillator governance document is being updated.
- **Fire alarms & extinguishers:** these were serviced on 31<sup>st</sup> January, when a new emergency light was also installed outside the Pavilion at the main entrance. The new fire alarm control panel will be installed on Monday 21<sup>st</sup> March, by Southern Alarms. 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. A new diagram has been prepared and has been sent to Southern Alarms for verification.
- **Emergency lights:** the checking procedure has been updated and finalised.

### **Other maintenance:**

- **Key safe:** using a key safe does not affect the Pavilion's insurance policy. Consequently, a key-safe has been installed on the brick wall next to the Pavilion letter-box and a front door key put inside.
- **Replacement of South Side Bi-fold Doors:** a deposit has been paid to Wealden Joinery who will be installing the new bi-fold doors at the Pavilion on 6<sup>th</sup> May. They will also come to the Pavilion before then to confirm measurements.
- **Next roof service:** the "Rainwater Guy", the company servicing the roof system will install a new battery when they open up the irrigation system in the Spring (mid-March).
- **Future Clock servicing:** the contract with the company in Derby has been terminated and in future a local company will be used, when necessary.
- **Gas supply:** the quote for capping the gas supply was less than cutting the supply completely, so the supply was capped.
- **Old water tank:** this was sold on eBay and has already been removed from the Pavilion.
- **Laminate flooring:** at the junction of the corridor/main room it is proposed to use a heat detector to locate the under-floor heating pipes, so that a kick-plate can be installed there. At the electric point in the floor of the main meeting room, it has been suggested to use some flooring "off-cuts" to make it good.

### **Proposal for Payments to Pavilion**

Deposits for hiring of the Pavilion are currently taken by cheque or BACS.

The use of cheques is the easiest way of treating deposits, as the cheques can simply be returned or destroyed, once it is known that there is no need to deduct anything from the deposit. However, not everybody uses cheques these days.

Using BACS is more convenient for hirers, but this means members of KPC get involved in the system when making payments to return the deposits. It also means that the Booking Secretary has to liaise with members of KPC to establish payment for hiring and also return of deposits.

It has been suggested that the use of "Stripe" to take payments and return deposits could potentially simplify this process. The Committee therefore proposes that the use of a new system such as this be adopted.

**Stripe** is a payment service provider that accepts credit cards, digital wallets and other payment methods. It charges a fee on each transaction (1.4% +20p for European cards), which we would propose adding to the cost of the hiring fee. Further information can be found at [stripe.com](https://stripe.com).