

Kingston Pavilion Review Update and discussion / actions from 24/10/22 Pavilion Committee Meeting Shelaine Siepel

Present

SS Shelaine Siepel
JS Jerry Sinclair
PM Peter Mercer
TK Terry Krejzl
MC Matthew Clayton
TS Tracy Szekely
PG Paul Griffith

Apols

MB Maria Barney

Background

In response to a request from KPC for more information on Pavilion administrative arrangements and costs / income, SS volunteered to do a review of these items. The first stage of the review is complete and covers administrative arrangements, running costs, building hire / income and comparison with similar buildings. The next stage is to look for energy saving opportunities on the building and to develop future use and income generation plans.

Administrational Arrangements

SS has been through some of the large amount of paperwork for the building and can confirm the following for the benefit of members of the Pavilion Committee and Parish Council who were not part of the complex history of the building.

At the time of construction and then later as part of a further review in 2013 and involving considerable discussion, disagreement and expert advice, it was decided that the building be run by a sub-committee of KPC, which is the arrangement that is in place now.

In practice, this means that whilst the Pavilion Committee get quotes for work and receive invoices, they are all passed to the KPC clerk to be paid and the accounts are kept by the KPC clerk. Also, the Pavilion bookings secretary takes bookings, but is not aware of all payments into KPC's bank account by regular users as they do not have access to the bank account, so it is not until the end of year accounts are reconciled that the Pavilion Committee are aware how much has been spent and how much income has been generated. These arrangements could be improved to ensure the Pavilion Committee has more involvement in monitoring outgoings and income in the future.

In order to maintain close links between the Pavilion Committee and KPC, in the past two members of KPC sat on the Pavilion Committee, meaning that decisions could be taken efficiently by the Pavilion Committee without having to refer everything back to

KPC. The Pavilion Committee agreed that they did not wish to change administrative arrangements with relation to the Parish Council and welcomed the fact that two members of KPC would be sitting on the Pavilion Committee now that MC has joined MB.

Actions

- **KPC Clerk has advised (since the meeting) that when the KPC bank account is changed to a new bank, it will be possible to give the Bookings Secretary and potentially others access to the new account as observers to be able to better monitor outgoings and income. JS to review arrangements with KPC Clerk (JS)**
- **Two members of KPC to attend Pavilion meetings (MB & MC)**
- **SS offered to attend KPC meetings for a period of time to act as an additional link between the two bodies (SS)**

Running costs

When they commissioned the Pavilion, the Kingston Parish Councillors involved thought the building would be cheap to run because it has sustainable building features. Whilst some of the features of the building undoubtedly save money (for example the high level of insulation), the reality is that it is not a cheap building to run. This is down to the maintenance costs of the high spec building features in the design and the fact that it is now 12 years old and some of the original equipment and fittings are coming to the end of their lives, something that was not considered when the building was being planned. Running costs are also rising because of the rising price of energy.

Furthermore, building running costs were underestimated in the original Lottery Bid, for example by assuming that cleaning and ongoing maintenance would be done by village volunteers, which was never realistic given the complex nature of the building, although the current committee do take care of much of the non-expert maintenance on a voluntary basis.

KPC proposed at the time of the Lottery Bid that the Pavilion's ongoing running costs would be covered by fundraising by building users, with use of the Lewes District Precept to cover the rest. At the time there were also a number of village sport clubs using the Pavilion, many of which no longer exist (Stoolball, Croquet, Football), reducing income further. If there ever was a robust plan for building user led fundraising, it does not happen, nor is it a feasible plan for making the building financially self-sustaining given the age of most of the current users.

Work to establish running costs for 21/22 is ongoing between SS and the KPC Parish Clerk, but the figures available up to Apr 2021 show annual running costs of between £7,330 and £11,842 with income ranging from £648 to £934 (excluding pandemic shutdown). Due to all of the reasons noted above, the building has never been even close to covering its cost, but it is positive to note that income from Apr to Sept 22 is

already at £1,300 which is significantly higher than previous years and with some more effort, this could increase to close the gap between costs and income further.

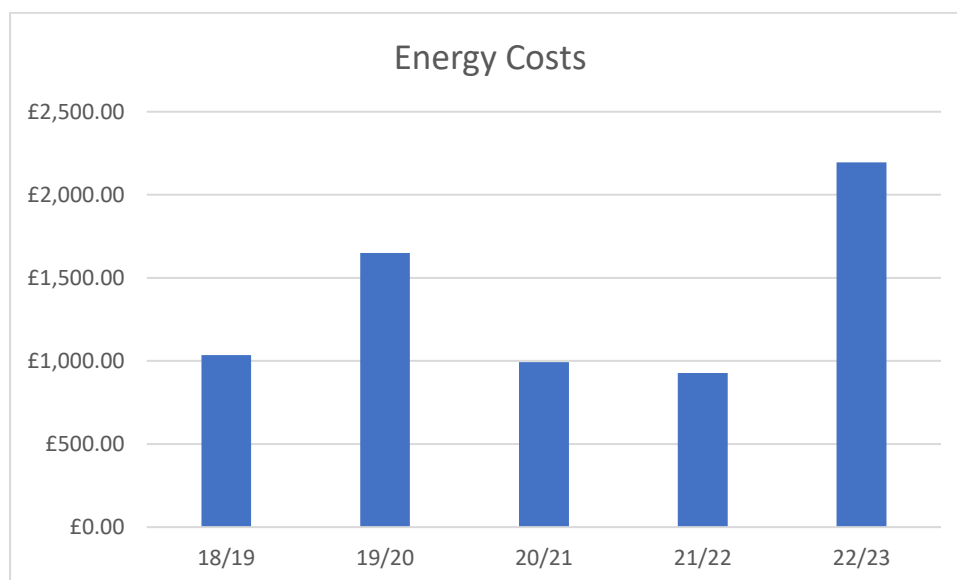
There was a large water bill caused by a leak, which was settled under an insurance claim.

People are asked to take their waste home, so there are no waste charges for the building.

The rainwater harvesting system waters the green roof. The maintenance charges are not cheap and once the current years invoice has been received, it will be reviewed by the committee.

SS has been though the energy bills and the price per kWh for electricity has risen from 15.6p in March 2022 to 74.7p in September 2022. The rate started to increase when the last fixed contract expired in March 22. Out of contract rates for energy are always more expensive than contract rates. Any government rebates for energy costs should be automatically applied by the energy supplier.

The energy bill review completed by SS has shown that an additional reason for the large bill received in Aug 22 was that even though a smart meter was in place, its readings were not being recorded by the energy company and bills had been based on estimated readings for a long time. Also, a standing charge was still being charged for gas even though the supply had been capped. The KPC Clerk has had a new smart meter installed which will mean that readings do not have to be manually taken and she was also able to have the gas meter removed free of charge, removing an unnecessary running cost for the building.



Energy costs per year including partial year to September 2022. Cost is not an accurate reflection of consumption as unit rate varies and has increased significantly.

In future, consumption can be accurately monitored due to the smart meter being installed. With the limited data available, SS calculated that the average electricity use per day is from 5kWh up to 20kWh, with the recent average being around 13kWh per day. This will change now that gas is no longer used in the building and the Air Source Heat Pump has been installed. PM and TK both stated that installation of the ASHP would increase energy costs and TK noted that he made this point to KPC before it was installed. Given how ASHPs work, it is important for future use to take into consideration that it is most efficient to put the system on for a longer time than would be the case with a gas boiler. Optimising the energy system will be covered in the next part of the review.

Actions

- **Ask KPC clerk to obtain new energy contract, SS can provide details of a good broker if needed. Ensure contract notice periods and end dates are monitored to avoid going out of contract (SS)**
- **Look for further opportunities for saving money on energy in the building including optimising the ASHP use (SS and all)**
- **Review booking conditions to say that if hirers wish to plug in equipment with high energy use (for example bouncy castles) that they agree to pay an additional fee to cover the energy use and if not notified in advance, the cost may be taken out of the deposit (JS)**
- **Review rainwater harvesting system maintenance costs once current invoice received (PM)**

Building Hire / Income

KPC had asked that the Pavilion raise its charges to create a level playing field with the Parish Hall. As of 24/10/22, the charges from the two building's websites are as follows, with Beechwood Hall in Cooksbridge for comparison.

Hire Charges Comparison

	Parish Hall	Pavilion	Beechwood Hall
Kingston Residents:	£9:50 per hour up to max. £47:00 per day	£10 per hour up to £50 (Kingston plus POLO residents)	£10 (Cooksbridge residents)
Hire rate with use of Table Tennis Tables	£12.00 per hour up to max. £60.00 per day		
Non-residents:	£15:50 per hour	£20 per hour	£15
Hire rate with use of Table Tennis Tables	£18.00 per hour		
Commercial Organisations:	£160.00 per day or part thereof	£20 per hour	£15

Weddings – Kingston residents	£80.00 per day		
Weddings – non-residents	£160.00 per day		
Hire of Tables:	£2.50 per table		
Hire of chairs:	£0.25p per chair		
Hire of crockery:	£15:00 per hire		

Income from building hire was greatly impacted by the Pandemic shutdown, but income for the current partial F/Y is already looking more positive with £1,300 received from a mixture of commercial hire, parties, funerals and donations from users.

The Tennis Club use the building and make contributions to KPC that are not included in the income budget line for the building.

What is clear from the book of names that people write in when they use the building is that the building is used by a range of ages, as was its aim, although many building users are not part of paid hire events. Given the gap between income and costs is around £9k per year, the committee discussed and agreed that pursuing all users for small amounts of money would only cause the building to be used even less and it would not increase income to a level that would make the building financially sustainable. It needs to be recognised that it is unlikely that the building will even cover its full costs, but it should be possible to develop other sources of funding, along with reducing running costs.

The need to increase income should not be done in a way that significantly increases traffic and parking is limited and so the aim should be to increase use by people who will walk or cycle to the building, rather than drive.

Furthermore, and changes to activities in the Pavilion should ensure that competition between the Parish Hall and the Pavilion is minimised, and it should be possible for the two to have different and complementary offers and comparable charges.

The Pavilion Committee is mainly focused on maintaining the building itself and there has not been a strong focus on generating income. Also, bills are paid by KPC, so it is recognised that more could be done to increase income, through building hire and fundraising.

SS proposed establishing a Sports and Social Group to develop future use and events, including fundraising. The committee discussed some ideas for future use, recognising that a change to sole business premises as would be unpopular in the village and it would not meet the community use remit that was set out in its funding agreement with the Big Lottery Fund. Changing to fully business use would also involve applying for Planning Permission and would start incurring business rates at a level that was assessed to be a minimum of £3,000 per annum by the Valuation Officer when the 2013 review took place and it was agreed that sole business use would not be an acceptable option.

One idea discussed could be to use part of the building at certain times as a co-working space. This could appeal to home workers and could save Carbon emissions if people

didn't have to heat their homes during the day but could gather at the Pavilion to work. This could be piloted in the coming winter, with a future view to making changes to the changing room end of the building to make it a larger more flexible space, whilst retaining the possibility of it being used as a changing room if future competitive sport was to return the recreation field.

Action

- **SS to set up Sports and Social Group to develop future uses for the building and events to generate income, including piloting co-working space this coming winter.**