

KINGSTON COMMUNITY PAVILION

Minutes of Meeting held on 10th February, 2020

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

Apologies: Hazel Craven, Paul Griffith, Keith Hicks, Terry Krejzl & Jerry Sinclair.

Minutes: of the meeting held on 2nd December 2019 were approved by those present and signed by the Secretary.

Matters arising (other than Action points)

Booking Secretary: regular users of the Pavilion were notified on 22/12/19 that JG/BG were leaving, that JS was taking over as Booking Secretary and they were also provided with updated versions of the Booking Policy and Conditions of Use.

TK had provided notes in advance of the meeting indicating that all seemed to be working well, that e-mail is being shared with TK who can chip in when needed. JS had asked for a bit of clarity about who pays and who doesn't, but no other issues apparent. However TS reported that he had requested a booking for the Tennis Club AGM and was still awaiting a response. As JS is "stuck" overseas due to the storm TS was advised to contact TK directly about this.

Action: JS & TK to advise on how TK knows when he has to "chip in" if JS is not available.

Resignation: FH reported that HC had asked her to inform the Committee that she is resigning from the Committee forthwith.

Hazel has been a Committee member for a considerable period of time and the Committee thanks her for her long-standing and loyal service to the community.

Review of documents:

- **Booking Procedure:** some minor modifications were agreed, by those present, including one to replace JG's name by JS'.
- **In the event of a fire:** some minor modifications were agreed, including removal of JG's name as a contact. We require a volunteer to replace JG. Jerry, are you willing to be a contact? **Action: JS**
- **Safety guidance:** some minor modifications were agreed by those present.

The updated documents will be circulated separately and copies will also be put up on the Pavilion noticeboards. **Action: BB**

Legionnaires disease: review of the risk assessment carried out by HSL (previously circulated) & next steps.

A number of points have been highlighted as high risk, which should be rectified within identified timescales.

Most of these issues fall under the category of Corporate Management Risk, which are primarily administrative aspects & keeping records.

A summary of key points taken from the report was provided to Committee members present, to review & consider.

BB spoke to Alpha Heating and Alpha indicated that the training will not only show us what to measure, where and how, but also address many of the administrative aspects and risks highlighted under Corporate Management Risk, amongst other things.

HSL would do the training and we could have as many people trained, at the same time, as we want. If you are interested in being trained, please let BB know. **Action: All.**

Alpha suggest that we send our questions through and they will try to respond to them. **Action: Committee** to forward any questions they may have to BB by Monday 17th February, so that he can forward them to Alpha.

It was agreed by those present (and by TK who had seen the summary earlier that day and responded by e-mail) that we should seek advice and go ahead with the training from Alpha or HSL to address the issues identified.

However, we will need to find the funds for such training as this has not been budgeted for. Possible ways of finding the funds for this were identified, as follows:

1. The work on the fire door opposite the tennis courts has not yet been paid for. We need to know the cost to determine if there are enough funds left in this year's budget for the training. **Action: JP**
2. The work required on the remaining door facing the tennis courts (not a fire door and not actually leaking even in the recent storms), could be funded by the PWLB funds. **Action: FH** to clarify.
3. If necessary, could we use recent donations and/or legacy as this is an important issue. **Action: BB** to discuss with JP/TK

Action points:

- Repairs & maintenance: **PM**
 - External maintenance/ doors facing tennis courts and kitchen window

There are 2 issues, one being the hinges on the door facing the tennis courts, which is a "fire door". This has been repaired and is functioning properly once again. We need to know what the "bill" is for this work, as we can then determine how much is left in the budget for other important items e.g. training on Legionella.

Action: JP to let us know how much this has cost.

The second is the work required on the door at the other end where the condition of the wood is deteriorating. Tom Fry is too busy at the moment, so PM has asked someone else (Alan) to provide an estimate. He advises that it may be cheaper to buy a new door and will hopefully provide an estimate for the cheaper solution. He has also suggested adding a fillet of wood at the bottom of the doors to prevent the water

draining down behind the bottom panel and causing the same problem in the future. He would also do the re-varnishing of the window frame sills on the road-side of the Pavilion.

Action: PM to obtain estimate.

Action: FH to determine if the PWLB funds could be used for this, if it's a replacement door.

Picnic Bench: (TK). No update available.

- **Internal maintenance: PM**
 - **Update on heating & hot water system;** it should be noted that, quite often, the Pavilion has not seemed to be as warm as usual and the "air conditioners" have been used frequently in recent times. However, FH noted that it had seemed fine at the previous Tuesday coffee morning.
 - **Handle on veranda door;** this has now been fixed.
 - **Corridor lights:** an electrician has fitted the replacement light in the corridor. There is now a new, working ceiling light plus a small, separate emergency light. The original type, in which the two were combined in a single fitting, is no longer available.
 - **Deep Cleaning:** this has been completed and paid for, including the cooker.
 - **Fire alarm:** last November, one of the sounders in the changing-room corridor either short or open-circuited and it was recommended that the control panel be monitored regularly. This was done daily for a couple of weeks and then weekly until now, with no further issue occurring. BB can continue to check the panel on a weekly basis, when he checks the alarms themselves. **Action: BB**

Fire Alarm and Fire Extinguishers - Contractor Southern Alarms Ltd - they carry out an annual service of the fire extinguishers and a bi-annual service of the fire alarm system. At the last Committee meeting, it was asked if a bi-annual service of the alarm was necessary (for budgetary reasons).

JP, Clerk of KPC, has asked us to note that the system does not link up automatically to emergency services and, consequently, it is essential that the alarm system is maintained satisfactorily. Please see below a copy of JP's email to the pavilion committee June 2017 and note that at the Pavilion Committee Meeting of 24/07/2017 the Committee chose to note that the system was not linked. No additional actions were taken:

"Following up on your enquiry from the KCP meeting 22 May, I can confirm that the pavilion fire alarm is NOT connected direct through to the fire brigade.

It is set up to sound the alarm only and would then rely on a local call to be made out to the fire brigade.

It could however be contracted to go through to the "Alarm Receiving Centre" where contact protocols could be set e.g. they call out the fire brigade immediately or alert the key-holders (the protocol could be agreed locally).

The maximum this would cost is a one off charge of £500 plus an annual charge of £180.00. BUT it is subject to whether or not there is a good enough signal locally to make the alarm connection to the receiving centre.

Please discuss at the committee as to whether you think this would be a benefit, and Let me know if you are interested in getting the signal assessed. If the committee wished to consider moving forward, the proposal would need to be considered by council at the November KPC (budget) meeting.”

Action: discussion by **All** at next meeting.

As an aside - Please make sure that all the pavilion "in case of a fire" notices and paperwork for hirers reflects that, should there be a fire, on leaving the building someone needs to phone the fire brigade.

Decoration to make good area around shutter: BB has received a quote from the Lady decorator of £160 for the area around the kitchen hatch and the one kitchen wall.

LW's son also provided a quote and he told BB £120 over the phone before Xmas, but still nothing received in writing.

Action: BB to follow up.

Automatic timer lock to allow access to changing room toilets: TK hasn't found a company that does this kind of thing specifically. Would probably involve a locksmith and an electrician. Need to install a magnetic lock and then a timer to control that. Will probably also need a release button to make sure people don't get locked in. The lock and controller cost approx. £200 each, but no price yet for the button.

Action: TK.

Some people present questioned whether this was really a good idea, as there do not seem to have been many requests for the toilets to be opened, however, BB recalls (after the meeting) that the Tennis Coach has indicated that his tennis pupils often use the toilets.

Action: discussion by **All** at next meeting.

Budget 2019/20 & Items budgeted for in 2020/21: the budget sheet was reviewed and it was surprising that the gas usage is over budget, given that the winter has been mild so far and there have been complaints that the Pavilion has been cold.

2020/21 Budget: the following items had been suggested and estimates had been sought before the end of December.

- Cage barrier for the utility room: a "Cage barrier" was proposed to be installed in the utility room to prevent unauthorised people getting to the heating system and controls. Feedback, from a manufacturer of these cages/barriers, is that it would be very difficult to achieve what we require with any real stability of the barrier, because it is difficult to "fix it" to the floor and the walls. Consequently, they advised not to proceed with this particular idea. It was also likely to be well in excess of £600 plus cost of installation. It was also noted, that there appeared to have been no further issues, since the warning notice had been placed on the boiler. No budget required.
- IT costs, which have been agreed by KPC and budgeted for, both for historic and future costs.
- Fitting automatic timer to changing-room corridor door/ taking corridor off the alarm system (total amount not known, but see above).
- Making good of the woodwork around the shutter and painting the wall in the kitchen where the shutter is located (£160; see above).

Putting funds aside for acoustics if anything suitable is identified (use of PWLB funds, if agreed by KPC as it is an “improvement to the building”).

KPH update: no report available.

KPC update: there was nothing new to report particularly, other than the negotiation on the Deed of Easement at Saxondown Farm has been completed.

Any other business

Legacy: a legacy of £1,000 has been left by Joyce Ord to support the Pavilion for the benefit of use by the village residents. It has been suggested that we use it to fund something specific to note this generous gift. The Committee wishes to acknowledge the generosity of Joyce, for which we are very grateful.

Donation: the Wednesday Bridge Club has offered to make a donation to the Pavilion, for which the Committee are most grateful.

Defibrillator: the Headmaster of the School has agreed that we can hold another training session on CPR & the defibrillator at the school again and a new contact has been provided at SECamb. The date for the training has been set for April 22nd from 7:00-8:30pm. All are welcome and leaflets will be distributed to households advertising the training session.

Many thanks to Chris Wade for checking the defibrillator several times in BB’s absence over the last couple of months.

VE Day 75th anniversary: on Friday May 8th there are lots of events being organised to celebrate VE day, so the Pavilion is likely to be a major focal point of all that. There is a VE Day Group meeting on Feb 17th at the Pavilion and people are welcome to attend.

Utility room: BB proposes clearing this up significantly by removing all the chemicals and anything else that does not seem to be used or needed.

Date of next meeting: March 30th at the Pavilion, starting at 7pm.

Action: JS to book the date in the Pavilion diary.