

KINGSTON COMMUNITY PAVILION

MINUTES OF COMMITTEE MEETING HELD 28/11/2011

Present: Terry Stanley, Jenny Gayler, Bob Gayler, Keith Gibson, Peter Mercer, Beverley Wakeford–Brown, Terry Krejzl. (after 7.45 p.m. Cliff Parrott)
No members of the public were present

Apologies: Hazel Craven

Minutes from previous meeting: Accepted

Matters Arising: Action points from last meeting

- Agreement from KPC to make small room available for booking
- Clarification from KPC on the existence of an emergency plan, evacuation plan, etc.
- Agreement from KPC to remove paragraph on liability from hiring agreement

All the above items are still pending as no answers have yet been received from KPC (so all booking documentation has yet to be finalised)

- Emergency phone – KPC Clerk is investigating whether a spare phone can be changed to emergency use only and possible placing
- Hatching on road next to bridle path to prevent parking – KPC Clerk has requested a No Parking sign from ESCC; agreed to try this first, then pursue hatching if necessary.
- Designated Smoking Area sign & bin for cigarette butts – KPC Clerk is looking for something suitable.
- The Blu ray player will also play DVDs and CDs. KPC Clerk will find the User Guide. A cable is required to connect it to the TV.
- Tree planting – KPC has agreed to the planting of 3 flowering Cherry trees in a position where the view from the Pavilion is not affected. KPC Clerk will confirm the exact positions for planting.
- Opening/booking times – as stated on Licence documentation: opening times are from 8.00 a.m. until 12.00 midnight. Licensable activities may take place from 10.00 a.m. until 10.30 p.m. from Mon–Thurs, & until 11.00 p.m. on Fri/ Sat. It was agreed to keep these times in place at present.
- Sticking fire door – KPC had been contacted, & will be arranging a meeting with the builders to discuss a number of problems with the building.
- Heating – the layout & operation of the heating was clarified by PM. The system is based on a gas-fired condensing boiler for hot water and underfloor heating throughout the building. The MCR has air conditioning and all other rooms have individual thermostats.
- Website – work was on-going by PM to clean up and edit the section for booking. TK distributed a sample for an improved front page – it was liked by all.

Cleaning & maintenance

Most of the cleaning is currently being done by the Booking Secretary (JG), prior to a booked event, which is inappropriate.

A deep clean following the work on the tennis courts was completed on 23rd November. The tennis coach now has a key and is required to clean the areas used. He had left a ball machine blocking a corridor and charging all night. It was agreed to clarify whether this item is tennis club equipment.

Action: TS

CP suggested that a paid weekly cleaner should be used in a similar way to the Parish Hall. The deposit should be withheld if a user leaves the Pavilion dirty. It was agreed to ask KPC for approximately £1,500 to pay for 3 hours cleaning weekly. There are 3 offers of people/ companies willing to undertake the task. It was agreed that Monday morning between 0800 and 1100 would be preferable, with the small meeting room to be cleaned first. Arrangements for feminine hygiene disposal will be checked with Parish Hall. Drains should be cleaned with

diluted bleach on a weekly basis to prevent them from smelling. It was agreed that KPC should decide which company to use as they will be paying. **Action: BWB/KPC.**

The Committee has received an offer from Diana Arlett & Dev Jaffe to form a sub-group to look after cleaning of the building & check on maintenance; it was agreed to take up this offer with thanks once the cleaning issue had been sorted. It was agreed that Diana & Dev should be invited to a future meeting. **Action: BWB**

Diana & Dev had carried out an inventory, and provided BWB with a long list of missing items. A comment has been placed in the Kingston News to attempt to recover these. It was suggested that there should be a breakages/ borrowing book.

Storage facilities

A complete tour of the building took place to access storage space available and current utilisation; (the loft spaces proved to be impossible to access).

It was agreed that a lot of storage space was being wasted by the storage of inappropriate items, lack of shelving, etc. In particular, items stored in the boiler room such as empty computer boxes needed to be removed and stored in the loft space. Cleaning equipment should not be stored in the disabled toilet as at present.

Computer equipment, the printer and blu-ray player should not be kept in the boiler room. The Mother & Toddler group are currently taking up a whole cupboard and must be asked to move their equipment and store it more compactly.

It will be proposed to KPC that a metal screen should be erected in the boiler room to partition the boiler & heating controls from the rest of the space, thereby allowing it to be used more efficiently. The blu ray player should be moved to the cupboard adjacent to the TV with a power point fitted in the cupboard; it also needs an HDMI cable. The mobile cabinet storing computers should be moved to the SMR beside the filing cabinet. All cleaning equipment could then be stored in the boiler room plus the Mother & Toddler equipment.

Outside storage was also reviewed. As well as the roof watering controls, the store outside the changing rooms contains the tennis coach's ball thrower and some very old children's toys.

Users will be asked to remove things not being used.

Bridge clubs tables have been brought to the Pavilion. The reason is not clear.

Action: BWB/KPC

User Groups:

The Football club had left the Pavilion in a mess; they had apologised.

The Coffee Morning lunch is on December 7th

Any other business:

Keys: KPC has suggested changing the alarm code initially to avoid the expense of new keys. It was agreed to do this once the newly designated keyholders had new keys to the front door.

These would be ordered via the KPC Clerk.

Action: BWB

Treasurer: CP is no longer prepared to act as Treasurer once a booking charging system is introduced, but will handle any monies until then. It was agreed to advertise for a treasurer in the February edition of the Kingston News.

Action: BWB

Building work and snags: The following issues will be raised with the Clerk: the hatch door and the fire door in MCR are sticking. A PIR activated light is required at the back door to allow safe exit at night. Extras power sockets are required in the external store and in the MCR cupboard for the Blu-ray player, plus an HDMI cable.

Jubilee celebrations: KPC have agreed to set aside £500 to fund an event and asked KCPC to consider plans and also book the Pavilion. Provisional bookings have been made for 2nd, 3rd & 4th June but KCPC have no wish to run the event. There are already 3 well established event close to these dates: I&K May Fayre (?12th or 19th May), fete & tennis club BBQ (23rd June) & DIY BBQ and Downland Race (? 7th July). It was suggested that it might be good to combine the DIY BBQ & Downland Race and the Jubilee celebrations.

Date of Next Meeting:

Monday January 16th @ 7.30 p.m. Agenda Item: Policies.

The meeting ended @ 9.45 p.m.