

## MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 12<sup>th</sup> October 2023 at 10.00 am.

This meeting will be held in the Dove Suite – access is via the patio door.

### AGENDA

#### **1 Rental levels for 2023-24**

To agree the following: -

- **Hire charges** – as attached and based on approximately a 5% increase. This is lower than inflation as an attempt to retain hirers.
- **Parish Council rent** – recommend rise to £11,550 from £11,000 based on approximately a 5% increase.

#### **2 Subsidy**

This year, the Parish Council paid a £3,000 subsidy to cover the bookings that are eligible for club rate. It is recommended that this is increased to £4,000.

#### **3 Budget for 2023-2024 (see attached)**

To review and agree the budget for the next financial year.

#### **4 To consider purchasing a replacement noticeboard (see options attached).** The current one has deteriorated.

- a. Acorn Workshop (recommended option) – Bespoke made to measure in oak. noticeboard - £810 (including delivery of £50) + VAT.
- b. The Parish Noticeboard Company – made from Aluminium - £685 + VAT + Delivery.
- c. David Ogilvie Ltd – made from Steel - £1707 + VAT + £135 delivery fee.
- d. Sherlock & Neal – £2,000 + VAT

#### **5 To approve amended Conditions of Hire**

The current Conditions of Hire have been updated into one document (previously: Booking conditions, Charges Rule Sheet, Fire Emergency Plan, Additional Conditions Relating to the Hire of The Ark for Parties & Covid-19 Supplemental Booking Conditions). The Emergency Plan has been separated from the document and will be emailed out to all hirers in advance of their booking and is displayed around the building in the event in which an evacuation may be required. The Covid-19 information has now been removed, but can be reinstated, if necessary, in the future.

#### **6 Fire Safety**

- a. To note the following information:  
From October 2023 new regulations come into effect – the main changes are:
  - All premises need to record their risk assessments (previously only premises that employed 5 or more people were required to).
  - Responsible person needs to be named with contact details on the risk assessment. In buildings where there are multiple responsible persons there are increased requirements for cooperation and coordination between responsible persons.

The Ark's fire risk assessment was last completed on 18<sup>th</sup> May 2022 and is due to be reviewed in May 2024. The risk assessment was previously completed by Fire Safety Advisor Clifford Webb.

b. To approve the Fire Safety Policy (See attached).

**7. Martyn's Law** – new laws to keep people safe and ensure better protection against the continued and evolving threat that the UK faces from terrorism. The bill will impose on premises and events to increase their preparedness from terrorist attacks by requiring them to take proportionate steps. A standard tier will apply to locations with maximum capacity over 100. Steps that The Ark can take include training, information sharing and completion of a preparedness plan to embed practices such as locking doors, ensuring we ask potential hirers what they plan to use the venue for, including requesting names and topics of any speakers they invite to present.

**8. Current Financial Situation**

To note the financial position as:

|             | <b>Year to date</b> |
|-------------|---------------------|
| Income      | 38,064              |
| Expenditure | 36,929              |

Repairs and Renewals fund:-

|     |       |
|-----|-------|
| B/F | 7,504 |
|-----|-------|

**9. Updates**

a. Wedding brochure has been finalised and information is on the website under The Ark (see attached). We are still hoping that at least one other wedding/party planner company will come and dress the rooms but are yet to confirm a date despite initial meetings with 2 additional companies.

**b. Guidance information on room capacity**

New guidance information was requested from Sussex Fire service to re-evaluate room capacity in the three rooms for hire at The Ark. The width and number of fire exits were considered when deciding what capacity to advertise. It was suggested to reduce the capacity in each room, and this was based on an average space of 1m<sup>2</sup> per person with possibility of 0.5m<sup>2</sup> if standing (see The Ark brochure attached)

**c. CCTV/door entry system**

Currently due to the company who installed the CCTV/door entry system going into administration we do not have a maintenance contract or preferred contractor in the event of any faults/issues.

**10. Future Bookings**

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office

Other events booked: -

- 14.10 Children's Party
- 15.10 Family party
- 16.10 Another choir

- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Sweaty Mama
- Sensory Network
- Creative writing class

- 21.10 Family Party
- 22.10 Child's party
- 28.10 Family Party
- 3.11 Bowls Club Party
- 11.11 Child's party
- 11.11 Retirement Party
- 26.11 Brighton, Storrington, Surrey and north Sussex Beagles meeting
- 3.12 MNDA meeting

## **11. Confidential items**

To consider the temporary exclusion of the public and press due to the confidential nature of the business to be discussed.