

MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 13th April 2023 at 10.00 am

This meeting will be held in the Dove Suite – Please report to the Clerks office for a tour of the facilities

AGENDA

1 Tour of The Ark Building

- Changing rooms
- Carpets in the clinics
- Carpet in the entrance lobby of the Dove Suite
- Dove Suite kitchen
- Dunlop Hall store cupboard

2 Section 106/Projects – The ladies and Men’s changing rooms being converted to toilet cubicles

- a. To consider layout options – the options available are to:
 - Fit 4x fully enclosed toilets in either side as unisex toilets (note that the current mens and ladies toilets will remain as they are) incorporating a small changing cubicle and baby changing area, converting the mens to 2x storage areas (one for The Ark and one for gymnastics, who pay each month to use the storage), OR
 - Add toilets to the mens and ladies and keep them gender specific, creating a smaller storage space for gymnastics.
- b. Note that there is £24,066 awarded from S106 grant money, but it is possible to apply for more funding
- c. To consider adding a Changing Places toilet
5x companies/contractors have viewed the space and we are awaiting plans and itemised quotes. Once a layout has been decided, detailed quotes can be sought. The quotes received so far have ranged from £22,000 to £54,000.

3 Replacement flooring for Foot and Osteopath clinics

To approve the quote to replace both clinic’s flooring to hardwearing Vinyl at a cost of £960 (all inclusive) with D Overington.

4 Fire exits

- a. Clubs are now using the front door on the ground floor to access all rooms with exception of the Dove Suite as it has its own separate entrance. The door will remain unlocked for access to the Dunlop Hall when in use.
- b. The Chairman has requested that the fire exit to the Deck is changed to an ordinary entrance/exit door. Advice has been sought from Lee Aggett at the Fire Service who has confirmed the following:
 - Fire exits can be used as entrances and exits
 - If more than 50 people are using the room, there must be a push bar on the door (this does not apply to the Deck as it has a capacity of 22)
 - The door may be changed to a key/turn lock and the push bar can be removed. This can still remain as a fire exit.

MSDC has been asked for advice but they have not confirmed whether or not they would allow this change to be made; they have referred the Parish Council to their own fire risk assessor.

If it is decided to go ahead with this, a ballpark figure to make the changes has been given by Peter Weare of £360 plus VAT.

5 Car parking issues

- a. Although Mid Sussex District Council own all the car parking associated with The Ark building, they will not enforce restrictions on anyone parking in the car parking spaces. MSDC are not willing to upgrade existing signage.
- b. Signage for rear car park – new signs have been placed both on the car park gate and near to the entrance to the car park, this is to encourage hirers to park there, as well as discourage unauthorised vehicles.

6 To consider the purchase of additional trestle tables to be kept on the ground floor

The Chairman raised concerns over tables being transported up and down the stairs. Costs to purchase are: 14 tables with a double trolley - £2282 plus VAT. Additional tables are £138 plus VAT. As this will have a big impact on the funds available, the alternative suggestion is to request a minimum donation of £40 from bookings that require additional tables downstairs so that we can pay for two Stewards to set up and clear away. Note that available storage space is limited.

7 CCTV/Door Entry System

Vistec Systems has gone into administration. Turners Hill PC had a two year warranty contract in place with them at a total cost of £890 (door entry system £395 and CCTV £495), paid for by the S106 funding. One quote has been received to provide these services, and further quotes will be sought and considered by ACE, should the Committee wish to take it forward.

8 Lock barrel for electricity cupboard

To purchase another lock barrel on the master key system for the electricity cupboard at a cost of £210 plus VAT.

9 Current Financial Situation

To note the financial position as at 31st March 2023:

	Year to date
Income	88,639
Expenditure	103,547

Note that of the amount spent, £8,772 was spent from the Repairs and Renewals fund.

Repairs and Renewals fund:-

B/F	9,039
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Please note that the remainder of the radiators invoice still needs to be paid.

10 Updates

- The spare barrier key has been obtained from MSDC at a cost of £18.00, and a legal agreement has been signed.
- The issues with the solar panels have been rectified, and these are again fully operational. An ICT contractor had to reconfigure the wireless internet firewall settings.

- The new radiators have been fitted. There is some making good of the walls to be done, which the Stewards will do.
- A wedding supplier has set up in the Dove Suite so that we can use the pictures to advertise the space for weddings. We are also hoping that a second company we engaged with will come and do a set up in the Dunlop Hall. Once the pictures have been received a brochure will be put together and advertising will start.

11 Future Bookings

Current regular bookings are:-

- Karate
- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- ReChaired Choir
- Bridge
- The Sensory Network
- Sweaty Mama