

TO ALL MEMBERS

11th January 2024

You are summoned to attend a meeting of the ARK COMMUNITY EXECUTIVE COMMITTEE to be held on THURSDAY 18th JANUARY 2024 at THE ARK at 10:00 am.

Charlotte Jim
Deputy Clerk to the Council

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

AGENDA

1 To appoint a Chairman for the Committee

Committees do need a Chairman and this was referred to in the Terms of Reference.

2 Legionella

a Note the legionella risk assessment conducted October 2023

b Note that the samples were clear

c To approve the amended Standard Operating Procedure

d To approve the amended Legionella control policy

e To approve quote from Roman Heating to service the 4 thermostatic valves at a cost of: £200.

f To approve quote from Roman Heating to complete an annual drain down and descale to 1 x Lochinvar water heater and service gasket at a cost of: £280.

3 To approve the quotation for the annual boiler service at a cost of: £740.00 and catering service £280, total £1020.00.

4 CCTV/door entry system

Quotes for annual maintenance have been obtained as well as call out charges.

To consider entering a maintenance contract:

Recommended quote - £85+VAT for the annual maintenance which will include cleaning of the cameras hard drive performance and using spidex on the cameras. Callouts are then charged at £55+VAT per call - this covers for one hour on site and if there is additional time the hourly rate is £48+VAT.

5 Risk assessment

To review the risk assessment.

6 Current Financial Situation

To note the financial position as:

	Year to date
Income	50,902
Expenditure	53,397

Repairs and Renewals fund:-

B/F	7,158
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7 Updates

- a A cabin hook has been added to the front door so that it can be held open for visitors that struggle to get through the door and hold it at the same time.

8 Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton - Turners Hill
- Badminton – Crawley Down
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Slimming World
- Sensory Network
- Creative writing class
- Repair Cafe

Other events booked 2024: -

- 13.01 2x Children's Parties
- 14.01 Children's Party
- 21.01 Children's Party
- 27.01 Children's Party
- 10.02 Archery Club
- 17.02 Children's Party
- 20.02 Mid Surrey Draghounds
- 25.02 Afternoon Tea Party