

MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 13th July 2023 at 10.00 am
This meeting will be held in the Dove Suite

AGENDA

- 1 Ladies and Men's changing rooms conversion to toilet cubicles.**

To consider quotes and documents from potential contractors received to date. (Note that there is £24,066 awarded from S106 grant money, but it may be possible to apply for more funding up to approximately £14,189. Funding may also be possible from other sources such as grants.

Committee to decide on preferred contractor if the work is to go ahead and if so to what extent.
- 2 Legionella risk assessment, water testing and cleaning of water tanks.**

To approve a contractor to undertake the works. TSS Water has previously carried out the work.
- 3 Relocation of internet and telephone box**

To declutter the foot clinic and better ensure access to the cables etc if required, an estimate was obtained from L'informatique Computer Services to move the black box (a network "switch" that joins several wired bits of the network together) cables into the PC Office. Dependent on labour time taken the estimate was for up to £120 for labour and if a 'patch cabinet' is used to place the wires in and to tidy up the appearance then this could be another £120 approx. To approve the works and spending up to £300.
- 4 Electrician**

To approve the estimate of £50 plus VAT for replacing a light in the ladies' toilet upstairs with an LED lamp, and half a day's work to make minor fixes in the building/ removing burglar alarm boxes at a cost of up to a maximum of £200 plus VAT.
- 6 Clothes recycling**

To approve if a clothes recycling container could be placed at The Ark (this could generate a small additional income to the Ark).
- 7 PAT Testing**

East Grinstead PC have offered to loan Turners Hill PC/The Ark their PAT testing machine. A donation was suggested to The Mayor's charity 'QVH trust'. Suggested amount £30-£50.
- 8 To approve Wedding package hire charges.**

Hire of the Dove Suite - £600 weekends/£400 weekdays
To add the Deck - £200 weekends/£160 weekdays
Hire of the Dunlop Hall (either in addition or instead of the Dove Suite) - £500 weekends/£400 weekdays

9 Business Rates

Note that The Ark is now eligible to pay towards its Business Rates. This is because the Rateable Value of the building has increased to £12,750 meaning that the Small Business Rates Relief does not cover the entirety of the bill. Transitional Relief means that this year's bill was capped at £600. This is expected to double next year.

7 Current Financial Situation

To note the financial position as at 30th June 2023:

	Year to date
Income	£25,979
Expenditure	£22,855

Note that of the amount spent, £2,670 has been spent from the Repairs and Renewals fund.

Repairs and Renewals fund:-

B/F	£8,070
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8 Updates

- The vinyl flooring has been fitted to both clinic rooms, and the matting replaced at the entrance to the Dove Suite.
- The new lock and fixings for The Deck exterior door have been fitted (28.06.23). The door must remain unlocked whenever the room is in use.
- We are looking at the cost of purchasing a carpet cleaner as apposed to hiring one each year.

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