

MEETING OF THE ARK COMMUNITY EXECUTIVE

Tuesday 15th July 2025 at 1pm.

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

AGENDA

1. The Dove Suite External Doors

To consider replacing the external Dove Suite Door/s that are rotten and will need replacing. We are waiting for a quote which is likely to be between £1500- £2,000.

2. To approve the Emergency Plan during Hall Hire

The existing Fire Emergency Plan has been updated to include other emergencies inc. medical, power and general awareness. This information is displayed on the premises and emailed to hirers prior to their bookings.

3. To discuss any ideas or aims for The Ark to achieve in the coming financial year.

- To discuss how to promote daytime hires in the Dove Suite to local business and organisations.
- To note currently there is currently no regular hire in The Dunlop Hall on a Thursday evening.
- Consider promoting clubs and groups that use The Ark in the Two Villages magazine when advertising The Ark.

4. Current Financial Situation

To note the financial position as 24th June 2025:

	Year to date
Income	£13,885
Expenditure	£12,609

Repairs and Renewals fund: -

B/F	£2337.17
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5. Updates

- a. Martyn's Law (also known as the Protect Duty) - This is a new piece of legislation that enhances safety measures in public spaces. Martyn's Law received Royal Assent on 3 April 2025, requiring Town and Parish Councils to consider how it may apply to their community spaces and venues. Recommendation is for venues with 200+ guests to review the legislation aims to improve public safety by mandating terrorism risk assessments, in all venues.
- b. Dunlop Hall lighting – the lights have now been replaced and a tower was hired to enable access to the ceiling.
- c. Dunlop Hall Floor - As of the publication of the agenda an outcome of the application for a new floor in the Dunlop Hall using section 106 funds had not been received from Mid Sussex District Council. If this is approved installation is likely to be in the Autumn (date to be confirmed).

- c. CCTV/door entry system has been serviced and the door magnet switch replaced
- d. The baby change unit has been installed in the old boys changing rooms. New signage has been positioned on the downstairs changing room and downstairs toilets and all are now unisex.
- e. The repair to the boiler has been delayed due to unforeseen circumstances with the appointed heating engineer. The annual boiler servicing is due in August. Clerk has chased the contractor to attend to the boiler repair at his earliest time. The boiler servicing will be booked in too.

5. Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Gales & Crawley Down Badminton
- The Sensory Network
- Badders badminton
- Short mat bowls
- Creative Writing
- Bridge – Finishing Soon

Other events booked: -

- 19/7 School leavers Party
- 10/8 Meeting
- 12/8 Quiz Night
- 30/8 Children's Party
- 30/8 Party
- 3/9 Meeting
- 5/9 Party
- 27/9 Party
- 4/10 Children's Party
- 5/10 Craft Fayre
- 10 & 11/10 Holistic Session
- 10/10 Children's Party

6. Confidential items

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