

TO ALL MEMBERS

16th October 2025

You are summoned to attend a meeting of the ARK COMMUNITY EXECUTIVE COMMITTEE to be held on THURSDAY 23rd October 2025 at THE ARK at 10:00 am.

Charlotte Jim
Clerk to the Council

AGENDA

1 Rental levels for 2026-27

To agree the following: -

- **Hire charges** – as [attached](#) and based on approximately a 3% increase. This is in line with inflation.
- **Parish Council rent** – recommend rise to £12,250 from £11,900 based on approximately a 3% increase.

2 Subsidy

This year, the Parish Council paid approx. £4,000 subsidy to cover the bookings that are eligible for club rate. It is recommended that this remains the same for the next financial year.

3 Budget for 2026-2027 (see [attached](#))

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

Members should note that the repairs and renewals fund of £1,621 is going to be diminished on repairs to the heating system and external Dove Suite door. This is likely to be exceeded.

4 To review the Fire Safety Policy and agree the addition to the policy ([attached](#))

5 Report Summary – Legionella Audit

- a. To note that, following feedback from the recent Legionella Audit, the steward maintenance check forms have been updated to include infrequently used water outlets. Training will be provided to stewards, and regular monitoring will be implemented to ensure continued compliance.
- b. To decide on the appropriate course of action regarding the future use of the former ladies' shower space. The recommendation is to remove redundant pipework and fixtures to eliminate potential risks associated with stagnant water.
- c. To approve the following Legionella control measures scheduled for this year:
 1. Water sampling from two outlets – £110
 2. Cold water storage tanks – cleaning of two tanks: £950, *Alternatively*, inspection and sampling may be carried out (estimated cost up to £140)
 3. Thermostatic Mixing Valves (TMVs) – while some TMVs have been serviced, the men's showers require authorisation for checks.
(*Recommendation*: an initial failsafe check is advised due to the complexity of dismantling the components) – £40
 4. Hot Water Storage Cylinder (Calorifier) – to undergo a 'blow down' procedure, with legionella sampling and reporting – £100

5. TMVs on accessible toilet wash basins (The Ark – two accessible toilets):
This is a recommendation from the Legionella Auditor. It is proposed that quotes be obtained, with a view to authorising the work in the next financial year, subject to approval of costs.

6 Heating system

a. Boiler two has been switched off and has undergone several repairs, including the replacement of the following: AAV and slow blow fuse, both NTC sensors and limit stat, and PCB. The issue is believed to have been caused by a leak and as result several components water damaged. We are currently awaiting the receipt and installation of a new flow sensor part and hope the boiler will be operational again soon.

b. The gas-fired hot water cylinder developed a fault with the ignition controller. The replacement part has been authorised at a cost of £446 and is currently on order. Unfortunately, the lead time has been longer than expected due to it being shipped from the manufacturer in Italy. Once it arrives, we aim to have it installed without further delay and return the system to full operation.

7 Current Financial Situation

To note the financial position as:

	Year to date
Income	£26,121
Expenditure	£31,584

Repairs and Renewals fund:-

B/F	£4,823 (after EMR £640 transfer)
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8 Updates

- The Dunlop Floor replacement is being carried out between the 15th of December and 16th January. The hirers have been notified and where possible transferring bookings to the Dove Suite.
- Bollard bulbs and external security light by the MUGA/steps to Ark car park need to be replaced. Electrician to be consulted.
- The fire alarm inspection was carried out by Protect Our Place Ltd. No issues reported.
- The Dumbwaiter has been serviced, and accounts are now correct. No issues reported.
- The legionella audit was carried out, and findings summarised in a report. We are working towards an action plan.
- Sadly, the Sensory Network will not be continuing their hire at The Ark, which means there is now some availability for bookings on Monday mornings, in addition to a Thursday evening.
- Parking in the designated Ark spaces opposite the entrance continues to be an issue with resident parking.

9 Future Bookings

Current regular bookings are: -

Karate

Tiny Tekkers

Post Office

Badminton

Hilltop WI

Art Societies

Gymnastics

Pilates

Yoga

Choir

Creative writing class

Other events booked: -

19.10 Children's Party

25.10 Party

31.10 Party

29.10 & 30.10 Conference

05.11 The Art Society Special interest day

08.11 Conference

09.11 Children's Party

16.11 Craft Fair

23.11 Private Hire

30.11 Party

11 Confidential items

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

12 To consider the items in the confidential report