

TO ALL MEMBERS

31 July 2026

You are summoned to attend a meeting of the Ark Community Executive Committee to be held on.

Thursday 6 August 2026 at 10 am

Venue: Dove Suite (access is via the patio door)

AGENDA

1. Continued Hot weather

Further to the revised cancellation policy for regular hirers, some sports groups cancelled bookings at short notice during the recent period of hot weather.

Members are asked to consider:

- a. Whether refunds or credits should be offered in these circumstances, or whether the existing cancellation policy should continue to apply.
- b. Whether to purchase fans or other cooling measures to improve comfort for our hirers during periods of extreme heat.

2. Changing Rooms/ Shower Area – Plumbing Review

To note that the changing room and shower area is currently not in active use and are being used for storage.

A recent review identified sections of redundant or infrequently used pipework.

Members are asked to consider options for addressing this pipework in accordance with good water hygiene practice. A quotation of £700 (excluding VAT) has been received from GJ HVAC Services for works associated with the shower area and redundant pipework.

3. Gas Hob and oven - Dove Suite

To note that the annual service, including the inspection required for the issue of a CP42 certificate, was carried out by True Heating Solutions Ltd on 29 July 2026.

The CP42 certificate could not be issued as improvements to the ventilation are required.

The existing ceiling extractor does not provide sufficient ventilation to meet current standards. The proposed remedial works include:

- *installation of one or two ventilation openings (approximately 6–12 cm) behind the external door and/or behind the dishwasher;
- *installation of a mains-powered CO₂ monitor; and
- *provision of a suitable user instructions in the event that the alarm sounds.

Members are asked to consider approving the quotation of £340 + VAT.

4. Future planning for 2027/27

Members are invited to discuss ideas and objectives for The Ark during the coming financial year. Any agreed projects will be incorporated into the Parish Council's Action Plan.

Members are also asked to note:

- a. There is currently no regular Thursday evening hire in the Dunlop Hall.
- b. Some clubs continue to have low attendance.
- c. Karate will not be returning in September.
- d. The previous Yoga instructor has emigrated. Classes are now being delivered by a colleague, who has booked an initial seven-week period during September and October.
- e. Turners Hill Badminton Club now has one regular Sunday session. Wednesday and Friday bookings are currently ad hoc.

5. Current Financial Situation

To note the financial position as 30 June 2026:

	Year to date
Income	£13,068
Expenditure	£19,313

Repairs and Renewals fund: -

B/F	£2,294
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6. Updates

- a. Cold Water Storage Tanks - TVWS has completed the cleaning and disinfection of both cold-water tanks. TVC samples were taken and analysed. No issues were identified, and the Certificate of Analysis has been received.
- b. Boiler Room – A new Pressurisation unit is scheduled to be installed on 1 August 2026.

7. Future Bookings

Current regular bookings are: -

- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Gales & Crawley Down Badminton
- Badders badminton
- Creative Writing

Other events booked: -

- 12.08 Committee Meeting
- 15.08 Children's party
- 05.09 Children's party
- 09.09 to 13.09 Private booking (5 days)
- 22.09 Arts Society – Lecture
- 30.09 Private Booking
- 04.10 Craft & Food Market
- 10.10 to 11.10 Wellbeing event
- 16.10 Art Society Special Interest Day
- 24.10 Private Booking
- 27.10 Arts Society – Lecture
- 05.06 Arts Society – Study Day

8. Confidential items

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