

## MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 13<sup>th</sup> April 2023 at 10.00 am.  
The meeting was held in the Dove Suite

### MINUTES

**Attendees:** Mr Forbes, Mrs Jarvis, and Mrs Jim (Deputy Clerk)

**Apologies:** Mrs Hughesdon, and Mrs Bannister (Clerk)

#### **1 Tour of The Ark Building**

The attendees were given a tour of the Ark building for the purpose of identifying a suitable layout for the conversion of the ground floor changing rooms, as well as areas requiring improvements in the future.

#### **2 Section 106/Projects – The ladies and Men’s changing rooms being converted to toilet cubicles**

The preference was towards keeping the toilet conversions gender specific. Clerk to obtain quotes and plans for the ladies changing room to be converted into 4 additional toilet cubicles, and the addition of a single enclosed changing room cubicle. There will also be provision for a baby changing unit.

The men’s changing room – the preference was to place 3-4 urinals along one wall of the space and have hand basins installed. The existing shower area will be converted to storage once the showers have been removed and the drain capped off.

#### **3 Replacement flooring for Foot and Osteopath clinics**

The quote to replace both clinic’s flooring to hardwearing Vinyl at a cost of £960 (all inclusive) with D. Overington was approved. Clerk to project manage the installation of the flooring.

#### **4 Fire exits**

The Chairman had requested that the fire exit to the Deck be changed to an ordinary entrance/exit door. Advice from the Fire Service confirmed that fire exits are allowed to be used as entrances and exits, and also for the capacity of the Deck the push bar can be removed and a lock added. It was resolved to change the external door to add a key/turn lock and remove the push bar. A ballpark figure to make the changes was given by Peter Weare of £360 plus VAT. Clerk to obtain a firm quote and obtain further confirmation from the Chairman prior to proceeding.

#### **5 Car parking issues**

Signage for rear car park – new signs have been placed both on the car park gate and near to the entrance to the car park. Residents parking in designated Ark spaces remains an issue; especially when large events are being held. Clerk and Deputy Clerk to monitor this and write to the Noah’s Court management if the situation worsens.

## 6 To consider the purchase of additional trestle tables to be kept on the ground floor

It was decided not to proceed with any purchases of tables now and Mr Forbes and Mrs Jarvis felt it appropriate to request a minimum donation of £40 from bookings that require additional tables downstairs so that we can pay for two stewards to set up and clear away.

## 7 CCTV/Door Entry System

The contractors who installed the systems have gone into administration. THPC held a warranty and maintenance contract with them worth £890. It was decided to wait until later in the year before committing to another fixed maintenance plan. The system was installed in October 2022 so will be covered by a manufacturer warranty for the first 12 months. Clerk to obtain further quotes and present these to ACE, should the Committee wish to take it forward.

## 8 Lock barrel for electricity cupboard

It was resolved to purchase another lock barrel on the master key system for the electricity cupboard at a cost of £210 plus VAT.

## 9 Current Financial Situation

To note the financial position as at 31<sup>st</sup> March 2023:

	<b>Year to date</b>
Income	88,639
Expenditure	103,547

Note that of the amount spent, £8,772 was spent from the Repairs and Renewals fund.

Repairs and Renewals fund:-

B/F	9,039
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The remainder of the radiators invoice will be paid out of this amount.

## 10 Updates

- The spare barrier key has been obtained from MSDC at a cost of £18.00, and a legal agreement has been signed.
- The issues with the solar panels have been rectified, and these are again fully operational. An ICT contractor had to reconfigure the wireless internet firewall settings.
- The new radiators have been fitted. There is some making good of the walls to be done, which the Stewards will do.
- A wedding supplier has set up in the Dove Suite so that we can use the pictures to advertise the space for weddings. We are also hoping that a second company we engaged with will come and do a set up in the

Dunlop Hall. Once the pictures have been received a brochure will be put together and advertising will start.

## **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