

MEETING OF THE ARK COMMUNITY EXECUTIVE COMMITTEE
Thursday 13th July 2023 at 10.00 am

MINUTES

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

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

After discussion the committee members decided not to continue with the project. The reason being that the quotations obtained exceeded the Section 106 funding available. Further thought will be given to put forward other projects in the future.

2 Legionella risk assessment, water testing and cleaning of water tanks

The committee members approved contractor TSS Water to carry out the work at a cost of £696.00.

3 Relocation of internet and telephone box

It was approved to appoint L'informatique Computer Services to move the black box (network "switch" that joins several wired bits of the network together) from the Foot clinic into the PC Office. The labour involved in the works and for the patch cabinet were approved for expenditure for up to £300.

4 Electrician

It was agreed to appoint the Electrician for a half day of work to make minor fixes in the building/ removing burglar alarm boxes at a cost of up to £200 plus VAT.

6 Clothes recycling

It was decided not to have a clothing recycling bin at The Ark. Turners Hill School have a bin located there.

7 PAT Testing

It was approved for The Ark to borrow East Grinstead PCs PAT testing machine. A donation of £30 was approved to the Mayor's charity 'QVH trust'.

8 To approve Wedding package hire charges

It was agreed to set the following prices for wedding hires:

Dove Suite - £650 weekends/£450 weekdays

Deck - £250 weekends/£175 weekdays

Dunlop Hall - £550 weekends/£450 weekdays

9 Business Rates

The committee members noted that The Ark is now eligible to pay towards it's 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.

10 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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11 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.
- The office is looking at the cost of purchasing a carpet cleaner as opposed to hiring one each year.
- A light diffuser in the downstairs hallway had been broken and due to now not being able to source a replacement the electrician is trying to find a compatible replacement. The Clerk will ask the electrician for a quote to replace.
- The main entrance door – this required some attention this week when the closing mechanism and frame was bent leading it to not close. This has now been repaired but as there is now clearly a weakness on the part it may need to be replaced.

12 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