

MEETING OF THE ARK COMMUNITY EXECUTIVE COMMITTEE

Thursday 12th October 2023 at 10.00am
This meeting was held in the Dove Suite

MINUTES

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

Apologies: Mr Marsh (Mid Sussex District Councillor)

1 Rental levels for 2024-25

- **Hire charges** – the recommended hire charges were approved and will be adopted for April 2024. It was decided to keep the charges lower than inflation as an attempt to retain hirers. **This will go to full council in January for approval.**
- **Parish Council rent** – the recommended rise to £11,550 from £11,000 was approved based on approximately a 5% increase. **This will go to full council in January for approval.**

2 Subsidy

This year, the Parish Council paid a £3,000 subsidy to cover the bookings that are eligible for club rate. It was approved, based on recommendation, to increase this to £4,000. This was calculated based on the current expected bookings that pay a subsidised rate. **This will go to full council in January for approval.**

3 Budget for 2024-2025

The budget was reviewed and agreed as submitted by Mrs Bannister for the next financial year. **This will be considered by the Council in January 2023.**

4 To consider purchasing a replacement noticeboard.

The committee members preference was option C from David Ogilvie Engineering Ltd, £1707 + VAT + £135 delivery fee.

This will go onto the next Parish Council meeting agenda for approval by full council, as the total cost exceeds £1000.

5 Conditions of Hire

The committee members approved the Conditions of Hire, and these will be updated on the website and will be adopted going forward. The Conditions of Hire will also be circulated to the regular hirers for their information.

6 Fire Safety

The committee members noted the changes to the fire risk assessment regulations and approved the Fire Safety Policy. The regular hirers and clinics will be contacted to notify them of their responsibilities.

7. Martyn's Law

The committee members noted the new laws to keep people safe, and it was proposed to ensure that when bookings are taken that information is obtained from hirers of details of any speakers they invite to present.

8. Current Financial Situation

The committee noted the financial position as:

	Year to date
Income	38,064
Expenditure	36,929

Repairs and Renewals fund:-

B/F	7,504

The committee members were advised that the repairs and renewal fund needs to be increased.

9. Updates

- a. The **Wedding brochure** has been finalised and information is on the website under The Ark.
- b. **Guidance information on room capacity** - The room capacities have been revised for The Ark building, and changes have been made to the website and brochure to reflect this.
- c. **CCTV/door entry system** - The preference of the committee members was to hold one or two contact details of suitable contractors in the event any faults/issues, rather than committing to a maintenance contract at this time.

10. Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Sweaty Mama
- Sensory Network
- Creative writing class

Other events booked: -

- 14.10 Children's Party
- 15.10 Family party
- 16.10 Another choir
- 21.10 Family Party
- 22.10 Child's party
- 28.10 Family Party
- 3.11 Bowls Club Party
- 11.11 Child's party
- 11.11 Retirement Party
- 26.11 Brighton, Storrington, Surrey and north Sussex Beagles meeting
- 3.12 MNDA meeting

11. Confidential items

a Pay review for Stewards

The recommendation made (as per confidential items) for an increase to both stewards pay was approved by the committee. This will come into effect from 1st April 2024.

b Tenancies at Will - rents for the clinics from 1st April 2024

The recommendation made (as per confidential items) for an increase to the clinics rents was approved and the hirers will be notified in January. **This will go to full council in January for approval.**