

MEETING OF THE ARK COMMUNITY EXECUTIVE COMMITTEE

Thursday 18th January 2024 at 10.30am
This meeting was held in the Dove Suite

MINUTES

Attendees: Cllr Sue Hughesdon (SH), Cllr Chris Jarvis (CJ), Mrs Leanne Bannister (Clerk), and Mrs Charlotte Jim (Deputy Clerk)

Apologies: Cllr Bruce Forbes and Cllr Gary Marsh (Mid Sussex District Councillor)

1 To appoint a Chairman for the Committee

Cllr Sue Hughesdon was appointed as Chairman for the Ark Community Executive Committee.

2 Legionella

a The [legionella risk assessment](#) conducted October 2023 was noted.

b It was noted that all the samples taken were clear.

c The amended [Standard Operating Procedures](#) were approved.

d The amended [Legionella Control Policy](#) was approved.

e It was decided to not go ahead with the servicing of the 4 thermostatic valves; recent legionella training carried out by the Clerk stated that this not necessary.

f The quote from Roman Heating to complete an annual drain down and descale to 1 x Lochinvar water heater and service gasket at a cost of: £280 was approved.

3 The quotation for the annual boiler service at a cost of: £740.00 and catering service £280, total £1020.00 was recommended to Council to approve.

4 CCTV/door entry system

It was approved to enter into an annual maintenance contract for £85+VAT with Protect our Place. The annual maintenance will include cleaning of the hard drive and using spidex on the cameras.

5 Risk assessment

The Ark risk assessment was reviewed with no changes made.

6 Current Financial Situation

The financial position was noted as:

	Year to date
Income	50,902
Expenditure	53,397

Repairs and Renewals fund:-

B/F	7,158
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7 Updates

- a A cabin hook has been added to the front door so that it can be held open for visitors that struggle to get through the door and hold it at the same time.
- b The front door despite being adjusted still fails to always catch the magnet. Further adjustments to be instructed to try and resolve the issue.
- c The bollard lighting in the side carpark is currently not working – the installer has been contacted and a response is awaited to get these working.
- d There is a minor leak from one of the boilers as well as a pipe that is corroding – Roman Heating has been contacted and a quote requested.

8 Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton - Turners Hill
- Badminton – Crawley Down
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Slimming World
- Sensory Network
- Creative writing class
- Repair Cafe

Other events booked 2024: -

- 13.01 2x Children's Parties
- 14.01 Children's Party
- 21.01 Children's Party
- 27.01 Children's Party
- 10.02 Archery Club
- 17.02 Children's Party
- 20.02 Mid Surrey Draghounds
- 25.02 Afternoon Tea Party