

## MEETING OF THE ARK COMMUNITY EXECUTIVE COMMITTEE

Thursday 18<sup>th</sup> April 2024 at 10.00 am

### MINUTES

**Attendees:** Cllr Forbes, Cllr Jarvis, Mrs Bannister (Clerk), and Mrs Jim (Deputy Clerk)  
Cllr Marsh (Mid Sussex District Councillor)

**Apologies:** Cllr Hughesdon

**1 To consider changing the floor in the Dunlop Hall to a different type.**

The Cllrs present felt that the idea of changing the flooring was a good idea as over several years it would be a valid investment. The Clerks have already met with one manufacturer with the fitter and obtained a quotation, additional quotes will be obtained to compare prior to seeking permission to use Section 106 funds.

**2 To consider the quote from Roman Heating**

In principle the committee members approved the repair quotation; this will go to full council to approve as it is above the threshold that the committee can approve. Another quotation for a soak away of the acidic condense – quoted £428; this was approved by the committee, but the Clerks will meet with Roman Heating to understand the works. Cllr Marsh offered to speak to MSDC to see if they would pay for the works and drain as this needs to be taken outside of the building.

**3 To consider subscribing to Hitched**

The Clerks confirmed that they had already set up a free listing for The Ark. It was decided not to subscribe to the paid version as the cost was not only too much but also not guaranteed that any additional business would be generated.

**4 To consider getting the gutters cleaned on The Ark**

The committee approved both the gutter and solar panel cleaning by contractor 'Solaris' (£540 + VAT). Deputy Clerk to book in the works.

**5 To discuss any ideas or aims for The Ark to achieve in the coming financial year.**

Projects discussed included the change of flooring in the Dunlop Hall.

The front door, although repaired by one of the Stewards, will need a more permanent repair in the future as the closure hinge is faulty and the door frame damaged.

The Clerks will also look to purchase some alternative chairs for the reception area as the chairs there at present are too low for the foot clinic customers.

It was suggested that the Repairs and Renewals fund should be built up to enable contingencies for future repairs to the boiler and pipework.

**6 Current Financial Situation**

To note the financial position as:

	Year to date
Income	£66,367
Expenditure	£72,550

Repairs and Renewals fund:-

B/F	£6,984.63
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## 7 Updates

- a. A mail out was carried out to write to all religious organisations to inform them about The Ark facilities available to them. The purpose was to raise awareness of The Ark as a suitable venue and to obtain additional bookings.
- b. The bollard lighting in the car park is currently not working – an electrician should be attending to look at this shortly. Unfortunately, the contractor who installed the bollards has ceased trading.
- c. CCTV/door entry system - a contractor has been booked in to service the CCTV and door entry systems.

## 8 Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Gales & Crawley Down Badminton
- Sensory Network
- Creative writing class
- Move It or Lose It (Trial period)
- Slimming World
- Badders badminton

Other events booked: -

- 27.04 Children's Party
- 28.04 Children's Party
- 2.05 Polling Station MSDC
- 8.05 Stroke Association
- 12.05 Children's Party
- 18.05 Children's Party
- 19.05 Children's Party
- 25.05 Children's Party
- 1.06 Private Party
- 22.06 Children's Party
- 22.06 Repair Café
- 5.07 Conservative Party meeting
- 14.07 WHS Summer Show & Fete

## 9 Confidential items

It was agreed to temporarily exclude the public and press due to the confidential nature of the business to be discussed:

- a. The stewards' contract of employment terms were approved.
- b. The stewards' job description was reviewed and updated.
- c. Delegated responsibility to the Clerk to recruit for the steward position was approved.