

## MEETING OF THE ARK COMMUNITY EXECUTIVE COMMITTEE

Thursday 25th July 2024 at 10.00 am

This meeting will be held in the Dove Suite – access is via the patio door

### MINUTES

**Attendees:** Cllr Sue Hughdon – Chairman (SH), Cllr Chris Jarvis (CJ), Cllr Bruce Forbes (BF), and Mrs Leanne Bannister – Clerk (LB), Mrs Charlotte Jim - Deputy Clerk (CJ)  
Mid Sussex District Councillor Gary Marsh

- 1 The quotes and specification information received to change the Dunlop Hall floor to a different type were noted. The committee selected manufacturer Gerflor and fitter contractor James Waters (JW) as the preferred choice. The estimated cost with the replacement of the undercarriage system is a total of £22,140.00.  
After approval by Council, the Clerks will progress to obtaining a formal quote from JW, and the required documentation to apply for Section 106 funding from Mid Sussex District Council.
- 2 The committee members felt as per the advice provided from Repower Balcombe that it would be better initially to look to convert the remaining lights in The Ark to LEDs, as this would provide a bigger saving on energy usage than fitting battery storage for the solar panels. Clerks to obtain quotes and look at possible grants.
- 3 The committee members approved the switch over of the contractors for the fire alarm maintenance. The quotes from Protect Our Place of £150 + VAT for the initial take over and £150 + VAT for the annual maintenance charge (2x visits per year - prices not inclusive of parts) were also approved.
- 4 The quote and recommendation from the CCTV contractor Protect Our Place to mount a 24vdc relay inside the fire panel was approved. Quote received £145 + VAT.
- 5 The committee approved the Fire Risk Assessment.
- 6 The committee approved the updated ACE Terms of Reference.
- 7 Current Financial Situation  
To note the financial position as:

	<b>Year to date</b>
Income	£32,617
Expenditure	£24,733

Repairs and Renewals fund:

B/F	£9,532
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8 Updates:-

- a Two new chairs have been purchased and are now situated in the reception area.
- b CCTV/door entry system – this has been serviced.
- c The contractor to repair the bollard lighting the car park has been instructed.
- d The new car park signs have been put up.
- e The new steward has started and is settling in well.
- f There was a leak in the downstairs lady’s toilet and the plumber has been instructed to repair – estimated cost £100-£200.
- g The faulty solar panel has now been repaired and is working once again.
- h A complaint has been made about the security lighting on The Ark staying on all night. As this is controlled by a timer there isn’t currently a way to change this, but the committee requested for the Clerks to speak to the electrician when next on site to see if anything can be done e.g. fitting a shield to diffuse the light.

9 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
- Eden Seated Yoga (Trial period)
- Slimming World
- Badders badminton

Other events booked: -

- 27.07 Private Hire
- 28.07 Private Hire
- 13.08 West Sussex WI Quiz
- 14.09 Private Party
- 14.09 Children’s Party
- 21.09 Private Party
- 12.10 Private Party
- 19.10 Private Party
- 27.10 Craft Fair
- 31.10 & 01.10 – Children’s Club