

MEETING OF THE ARK COMMUNITY EXECUTIVE

Tuesday 15th July 2025 at 1pm.

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

Minutes

Attendees: Cllr Sue Hughesden – Chairman (SH), Cllr Chris Jarvis (CJ), Cllr Bruce Forbes (BF), and Mrs Charlotte Jim – Clerk (CJ), Miss Elaine Norman – Assistant Clerk (CJ)
Apologies Mid Sussex District Councillor Gary Marsh

1. The Dove Suite External Doors

The Committee agreed to the replacement of the left-hand external Dove Suite door at £1260 (this was obtained after the publication of the agenda.

2. To approve the Emergency Plan during Hall Hire

The existing Fire Emergency Plan has been updated and approved to include other emergencies inc. medical, power and general awareness. This information will be on displayed at The Ark and emailed to hirers prior to their bookings.

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

- Discussed strategies to promote The Ark to potential daytime hirers and The Dove Suite to local businesses and organisations. Considering ongoing challenges, committee members agreed to bring forward any new ideas or initiatives as they arise throughout the year.
- It was noted that there is currently no regular hire in The Dunlop Hall on Thursday evenings, presenting an opportunity to attract new bookings.
- Agreed to promote The Ark's role as a venue for local clubs and groups, and to offer a discounted promotion in the Two Villages magazine to encourage further bookings.

4. Current Financial Situation

To note the financial position as 24th June 2025:

	Year to date
Income	£13,885
Expenditure	£12,609

Repairs and Renewals fund: -

B/F	£2337.17
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5. Updates

a. Martyn's Law (Protect Duty):

The committee members noted the information provided on the legislation.

b. Dunlop Hall Lighting:

Lighting has been replaced; a tower was hired to access the ceiling.

c. Dunlop Hall Floor:

Awaiting outcome of Section 106 funding application. If approved, installation is expected in the autumn.

d. CCTV and Door Entry System:

Servicing completed; door magnet switch replaced.

e. Baby Changing Facilities and Signage:

Baby change unit installed in old boys' changing room. Downstairs facilities now signed as unisex and a lock fitted to the changing room.

f. Boiler Repair and Servicing:

Boiler repair delayed; contractor has been chased. Annual servicing due in August and will be scheduled.

5. Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Gales & Crawley Down Badminton
- The Sensory Network
- Badders badminton
- Short mat bowls
- Creative Writing
- Bridge – Finishing Soon

Other events booked: -

- 19/7 School leavers Party
- 10/8 Meeting
- 12/8 Quiz Night
- 30/8 Children's Party
- 30/8 Party
- 3/9 Meeting
- 5/9 Party
- 27/9 Party
- 4/10 Children's Party
- 5/10 Craft Fayre
- 10 & 11/10 Holistic Session
- 10/10 Children's Party

6. Confidential items

To consider the temporary exclusion of the public and press due to the confidential nature of the business to be discussed.