

Minutes
MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 23rd October 2025 at 10am.

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 (EN)
Mid Sussex District Councillor Gary Marsh

1 Rental levels for 2026-27

The following were approved: -

- **Hire charges** – the proposed revised rates are based on approximately a 3% increase, in line with inflation.
- **Parish Council rent** – recommend rise to £12,500 from £11,900.

2 Subsidy

It was resolved that the Parish Council approve the continuation of the £4,000 subsidy to cover bookings eligible for the club rate for the next financial year.

3 Budget for 2026-2027

The draft budget for the next financial year was viewed and agreed.

It was recommendation that approval be sought to move additional funds from the Parish Council to the Ark to build up the repairs and renewals fund.

4 The Fire Safety Policy

The policy was reviewed and approved.

5 Legionella Audit Summary and costings

The summary was noted, and all costs were approved except for the cleaning of the cold-water storage tanks, on which the Clerk will seek further guidance from the appointed contractor.

The recommendation to fit TMV's on accessible toilet wash basins was approved in principle. The Clerk to obtain a quote with a view to having the work carried out in the new financial year.

6 Heating system

It was noted that there are ongoing issues with Boiler 2 and the hot water cylinder. The Clerk advised that she continue to monitor the situation and report updates, with the expectation that repairs will be completed shortly.

7 Current Financial Situation

The current financial position was noted as:

	Year to date
Income	£26,121
Expenditure	£31,584

Repairs and Renewals fund:-

B/F	£4,823 (after EMR £640 transfer)
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8 The following updates were provided and noted:

- a. The Dunlop Floor replacement is being carried out between the 15th of December and 16th January. The hirers have been notified and where possible t bookings transferred to the Dove Suite.
- b. Bollard bulbs and external security light by the MUGA/steps to Ark car park need to be replaced. Electrician being consulted.
- c. The fire alarm inspection was carried out by Protect Our Place Ltd. No issues reported.
- d. The Dumbwaiter has been serviced, and accounts are now correct. No issues reported.
- e. The legionella audit was carried out, and findings summarised in a report. An action plan is being worked towards.
- f. Sadly, the Sensory Network will not be continuing their hire at The Ark, which means there is now some availability for bookings on Monday mornings, in addition to a Thursday evening.
- g. Parking in the designated Ark spaces opposite the entrance continues to be an issue with resident parking.

9 Future Bookings

Current regular bookings are: -

Karate

Tiny Tekkers

Post Office

Badminton

Hilltop WI

Art Societies

Gymnastics

Pilates

Yoga

Choir

Creative writing class

Other events booked: -

19.10 Children's Party

25.10 Party

31.10 Party

29.10 & 30.10 Conference

05.11 The Art Society Special interest day

08.11 Conference

09.11 Children's Party

16.11 Craft Fair

23.11 Private Hire

30.11 Party

11 Confidential items

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

12 To consider the items in the confidential report