

**THE ARC**  
**(The Adult Resource Centre)**

**MINUTES**

Of

Last meeting held on Friday 23<sup>rd</sup> June 2017

Attendees: Mrs Jackie Hansen (Chairwoman)  
Mrs Jill Maloney (Secretary)  
Mrs Anne Livermore  
(Safeguarding/Liability Insurance)  
Ms Julie Willers (Treasurer)

1. The Chairman opened the meeting at 5.22 p.m.
2. The Chairman welcomed Committee Members and asked them if they were happy with their roles within the group to which everyone agreed they were.
3. The Committee Members were thanked by the Chairman for attending.
4. The Chairman proposed the Agenda and was agreed by Committee Members
5. Committee Members were updated by the Chairman of the numerous meetings she had attended recently and the positive response she had received.  
The Treasurer asked for 2 carers to be added to the launch list of attendees. The carers will be attending with her daughter Lucy.
6. DBS Forms were handed to the Jill (Secretary) and Anne (Safeguarding/Liability) by the Chairman to be completed and taken to Thurrock Council Offices for authorisation. Once day is decided between Anne & Jill, Jackie (Chairman) will contact Thurrock Council to check the correct person from Human Resources will be available.

The taking of photographs was mentioned and it was agreed Forms giving permission will be available for guests & members to sign which Anne (Safeguarding/Liability) will take care of at the Launch.

Jackie (Chairman) informed Committee of telephone conversation on Tuesday 20<sup>th</sup> June, 2017 between herself and Debbie Buck CVS/Small Sparks regarding a donation of £250.00 for the ARC. The Chairman explained to Debbie the opening of the Bank Account for the Group was in progress but to date wasn't open. As a temporary measurer Debbie said it could be paid into an existing account and account holder could use the money for petty cash. She would need Bank details to transfer the money. Chairman said she would put this to the Committee at the meeting and have the suggestion minuted and either herself of the treasurer would contact her on Monday 26<sup>th</sup> June, 2017 with the response.

(Continued/.....)

The Committee were shown a plan, drawn up by the Chairman of activities that will be available at the Launch for Members to try & take part in. Jackie (Chairman) will loan this equipment to the Group on the day rather than take monies from the petty cash to test response. It was agreed if any of the equipment proved successful these would be purchased.

Julie (Treasurer) will bring along Space Blankets

Mark from SCOPE advised Jackie (Chairman) to apply for Funding which will be discussed next time.

7. Chairman asked the Treasurer for an update on the opening of the Groups Bank Account with National Westminster Bank (NAT/WEST). Julie (Treasurer) advised she had agreed to 3 signatories on the account, being herself, Ms Julie Willers (Treasurer), Mrs Jackie Hansen (Chairman) and Mrs Jill Maloney (Secretary) explaining that any **two (2)** of the afore mentioned will be able to sign **cheques** at any one time.

**Three (3) Debit Cards** will be issued in the names of Mrs Jackie Hansen, Ms Julie Willers and Mrs Jill Maloney.

**Internet Statements** - Treasurer (Julie) will access Statements

**Annual Statements** - On launch date 21<sup>st</sup> July

NatWest were offering Public Liability Insurance too, Treasurer advised she would mention this to the Chairman or for them to contact Jackie Hansen direct.

Treasurer advised Committee, Bank Account would be opened 10 days after receipt of signatures which is 17 days before Launch date.

Treasurer found NatWest to be very informative regarding Community Groups.

8. Liability/Safeguarding Committee Member is Anne Livermore. Secretary (Jill) asked for explanation of Safeguarding which Chairman and Treasurer advised was watching out for vulnerable adults and reporting to the correct authorities. Chairman agreed to print off safeguarding rules and pass to Anne (Liability & Safeguarding), Jill & Julie.

The Committee agreed Liability Insurance would be taken out with Zurich Insurance At the cost of £61.68. This would be paid by Treasurer from petty cash. Which is money paid into her own account from CVS/SPARKS and will be transferred to The Arc business account once it is opened. This was proposed by the Chairman and Agreed by the Committee.



9. The Chairman gave all Committee Members a copy of list of attendees for the launch on Friday 21<sup>st</sup> July, 2017. A brief explanation of who's, who was also given by the Chairman.

The Chairman showed Committee Members items she has bought herself for the launch which included red and blue bunting, napkins and cake cases also edible cake toppings, some of which were given to the Secretary (Jill) to use on the fairy cakes she has offered to make. A personalised balloon has been ordered for the launch and will be delivered to the Chairman the day before.

A check list was made of all cakes & savouries Committee Members have offered to make and bring along with them on the day. The Chairman informed the Committee she had spoken to the Manager at Hardy Close who has kindly offered to supply and make teas and coffees on the day.

The Chairman informed the Committee that the Deputy Mayor has accepted her invitation to the launch and she has completed a list of requirements for him to attend. The Deputy Mayor is to be addressed as Mr Deputy Mayor, his name is Mike Stone. The Chairman requested he wears casual clothes and not to wear his chain and he will be met by the Chairman and introduced to the Committee and light refreshments will be available for. Time of the event 10a.m. to 2p.m.

10. The question of subs or fees was discussed briefly, with suggestions of either a small weekly subs for both Carer and Member also charging for refreshments. It would be just to cover costs of insurance and equipment. It was agreed this would be discussed again at the next meeting. The Chairman explained as TBC is supporting the ARC it does not have to pay hire charges for the hall which is a huge benefit.
11. To ensure the smooth running of the launch party it was agreed another meeting should be arranged before the 21<sup>st</sup> July. Treasurer (Julie) said she would be happy to host this at her home: 10 Garth Road, South Ockendon, Essex RM15 6QD

Anne (Safeguarding&Liability) asked the Chairman if she was going to Harty Hall the day before the launch (Thursday 20<sup>th</sup> July) to decorate it with bunting and balloons and set up some of the equipment and activities to set up. The Chairman had planned to do this and Anne (Safeguarding&Liability) offered to assist.

12. Date & time of next Meeting Tuesday 18<sup>th</sup> July, 2017 @ 5 p.m.
13. The Chairman closed the meeting at 7 p.m.

Proposed:.....

Seconded:.....