

THE ARC
(The Adult Resource Centre)

MINUTES

Meeting held on 29th August 2017
@ Garth Road, South Ockendon

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

1. The Chairman opened the meeting at 17.20 hrs
2. There were no apologies for absence
3. Minutes of previous meeting were approved and signed by the Chairman and seconded by J. Willers (Treasurer)
4. The Chairman handed all Committee Members a copy of The ARC Protocol Policy with regard to Safeguarding and Liability for their records.

They were informed every Carer will be given a copy to read and sign agreeing to The Arc's Safeguarding and Liability Policy.

The Chairman was in receipt of a letter from Griffin Estate Agents advising of a donation to The ARC of £500. The Chairman added she had replied thanking them for their kind donation and to arrange a date for a representative from Griffin to come to the ARC to hand over the cheque and take photographs.

An unsuccessful request for a donation was made to Greggs the Bakers by the Chairman.

Thurrock Council, Social Services department have funded the purchase of Boccia for the group the Chairman was pleased to announce.

MARK TIME THERAPY (Music Therapy) - Chairman has been in touch with the group and they are happy to come along to perform and interact with club members however there is a charge for their services of between £60-£70 per hour. It was agreed by the Committee a small donation from The Arc members would be asked for to cover costs. The Chairman is hopeful funding may be available for this project. She is looking into arranging the first Time music session to be held on the first Friday in October 2017.

A Birthday card from The ARC was passed to the Treasurer for Lucy Willers by the Chairman.

A thank you message was passed on to Committee Members by the Chairman from Jayne for her flowers from The ARC.

The Chairman informed the Committee she would be away on holiday for two consecutive Friday's 15th & 22nd September and suggested The ARC would meet every other Friday during this period. This was rejected by Julie (Treasurer) as she is available and happy to take care of The ARC during the holiday period with the help of Jill (Secretary). The Chairman also informed the Committee the residents are holding a MacMillan Coffee week and would require the hall on Friday 29th September. As a goodwill gesture the Chairman agreed and she will duly inform The ARC members there will be no group meeting on that day.

The ARC Christmas party on 22nd December, the Chairman was delighted to inform the Committee that Laura Jeffery has agreed to sing at the party free of charge. It was agreed a bouquet of flowers will be purchased and presented to her on the day in appreciation of her kindness to the group.

Christmas Gifts for The ARC group members was discussed and the Chairman suggested an individual photo shoot of each member which was agreed by the Committee. Julie (Treasurer) would source photo frames approx 20 and Chairman to purchase from e-bay photographic Christmas design kits. Reimbursement will be sorted later.

Visit from Mark, SCOPE, due on Friday 8th September was discussed and agreed would be cancelled by Chairman for the time being. Another date to be arranged later.

The Chairman also suggested family photo shoots which she would like to do. The Committee agreed this was a good idea and something which could be done in the New Year if there was sufficient interest.

It was agreed flowers would be purchased for Kerry (Manager, Hardy Hall) and given to her Friday 1st September, thanking her for her support and helpfulness on all aspects of the running of The ARC.

The suggestion of a news letter by Anne (Safeguarding & Liability) was agreed a great idea benefiting The ARC members, carers, Committee Members & Hardy Close residents. The Chairman had prepared the first edition and was handed to the Committee for approval and would be handed to the members etc. the following Friday with the addition of the £500 donation from Griffin Estate Agency.

Sue Wellard, Thurrock Council who assisted and advised Jackie (Chairman), throughout the process of setting up the ARC is to do a case study on Jackie.

Invites to The ARC Christmas party was discussed and the Chairman suggested Kerry & Sue Kane (TBC), Les Billingham - Adult Services, Deputy Mayor and Deputy Lady Mayor Thurrock Council, Sue Kane. Ashley Griffin, Claire Moore TBC. All were agreed by the Committee and the Chairman will send invitations in due course.

The Chairman advised Jayne King (Lions) has kindly offered the loan of their Santa Sleigh for the Christmas party. To be discussed again closer to date.

Inventory of electrical equipment to be made up and labelled by the Chairman also list of contacts telephone numbers, addresses and e.mail addresses.

5. Treasurers Report:

Application for funding from Thurrock Community Chest has been applied for, they have replied requesting more information about the group, how many members and wanting a wish list. Lots of suggestions were made of equipment etc. required by The ARC and Julie (Treasurer) will get back to them.

Essex Community Foundation, donations up to £1,000 - have replied requesting the following information - Bank details, Policies & Constitution before a decision is made. Julie (Treasurer) will forward all required documentation.

To date The ARC Bank Account holds £231.00 including donations.

Bank Cards and Pin Numbers were handed to Chairman and Secretary by the Treasurer. Treasurer informed Committee members she is now registered for on line banking and requested the Chairman's bank details so all expenses can be easily transferred.

Treasurer asked about raffle tickets for the Clubs Christmas draw, Chairman offered to purchase them.

Secretary:

Informed Chairman & Committee she has a folder for signed copies of the Minutes.

Safeguarding and Liability Insurance:
Nothing to report.

6. Any Other Business:

Volunteers - Julie (Treasurer) suggested contacting Palmers 6th Form College as there are various courses at the college which require work placements with special needs adults. The Committee agreed this would be a good idea and she would report back at the next meeting.

TRIBE MIX

Julie (Treasurer) showed a demonstration video of virtual reality experience, Lucy enjoyed. The Committee were very impressed, she explained it is Government Funded and the man behind the experience is Alex Small and he visit's the home or venue to give folk with special needs experiences they have always wanted or wished to do through technology. It was agreed Julie (Treasurer) to contact him for demonstration at The ARC in the NewYear.

HALLOWEEN

Was discussed and it was agreed there would be no dressing up and the Chairman informed the Committee, Kerry (Manager TBC) has offered to loan decorations for the hall which we will do. A prize will be given for the best carved pumpkin by members.

A copy of the Equality Policy for The ARC was given to all Committee Members by the Chairman for their records.

It was agreed the NEWS LETTER would be prepared and distributed on the last Friday of each month.

FACE PAINTING

Julie (Treasurer) has offered the services of two professional Face Painters for The ARC Christmas party. The Chairman thanked them very much and asked Julie to check they are DBS checked.

Prizes for the Christmas Draw are required, Julie (Treasurer) suggested we ask for donations from Stores at Lakeside etc. To be discussed further at next meeting.

The Chairman reported more signatures are required for photograph consent. Carers to be asked again on Friday.

LINE DANCING with glow sticks was suggested, Chairman to check with Kerry if this is possible and will report back at next meeting.

POM POMS Demonstration - Julie (Treasurer) will check with Jo and report back at next meeting.

DONATIONS for taking part on the project table was suggested and agreed.

- 7. Date of Next Meeting to be advised
- 8. Chairman Closed the Meeting @ 20.00 hrs.

Proposed:..... Date:.....

Agreed:..... Date:.....