

THE ARC
(The Adult Resource Centre)

Minutes
Of

Last meeting held on Thursday 5th April, 2018 @ Harty Hall

Attendees: Mrs Jackie Hansen (Chairman)
Ms Julie Willers (Treasurer)
Mrs J Maloney (Secretary)

1. Chairman opened meeting at 17.40
2. Apologies for absence Mrs Anne Livermore (Safeguarding and Liability)
3. Minutes of last meeting were signed and approved by the Chairman and Seconded by the Treasurer.

4. Chairman's Remarks

Chairman announced the ARC is going very well and is now on YouTube.

Another enquiry from Community Care, Chadwell-St-Mary.

Euphrasia have been updated on The ARC's programme, activities and Information. The group was recommended by A.M.Care.

Chairman announced no more advertising at the moment as club is full. Three New members Thurrock Lifestyle Solutions

Thurrock Adult Services: Sue Wellard has arranged for Patrick Hall - Researcher to visit Chairman at home on 24th April. She will report back next meeting.

Committee members advised of Micro Providers Meeting on Thursday 23rd May @ Headon Hall. If anyone is free, maybe interesting to go along.

Friday 13th April Ceri Armstrong and Sue Wellard will visit the The ARC.

Chairman advised Committee Members, thank you messages have been sent to Gina and Yvonne for manning the tuck shop and Maggie for organising an Easter Sale and Tombola also donating half of the takings to the ARC.

Small Sparks: Chairman has applied for a second Grant. Requested receipts for supplies and equipment purchased with last grant have been dispatched to Deborah Buck, Grants Policy Administrator, Thurrock CVS, The Beehive, West Street, Grays RM17 6XP.

Committee Members advised an Annual Administration Fee of £ 10 will have to be paid for DBS checks.

TIME: have been in touch with Chairman regarding regular bookings for music therapy. It was agreed, a tried and tested session had taken place and at the moment does not meet the Clubs' needs. Chairman to inform them.

Refreshment & Project Table takings:

It was agreed £ 6.30 float, would be kept back each week from Tuck Shop takings.

Remainder would be counted, recorded on post-it note and placed in money bag along with Project Table takings and locked in cash box in filing cabinet. Julie would collect and bank if she is unable to attend a Friday Club session.

5. Treasurer's Report:

Statement prepared each month with receipts. Balance at the moment is: **£972.42** after £ 153.50 was paid in earlier on in the day.

Secretary nothing to report.

6. Any other Business

The Chairman expressed a **BIG** thank you to Julie (Treasurer) for helping her sort and tidy the ARC cupboard. Committee Members were advised the Club now has a secure locked filing cabinet for data protection with two keys. One key was given to Julie, the other will be held by the Chairman and shared with the Secretary and Safety & Liability Committee members.

Chairman informed Committee members every policy had been updated and filed. The new sensory equipment does not need PAT testing.

A big thank you to Anne (Safeguarding & Liability) for donating a brand new Hoover to the group which also doesn't require PAT testing.

The Chairman has e.mailed an up-dated list of all the groups electrical equipment to Sue Willard, Thurrock Council. The Council has agreed to pay for the groups annual PAT test. Included in the list is all new equipment.

Holiday Closures: Friday 6th July and Friday 13th July.

Other dates to be discussed with Julie beginning of June.

1st Anniversary party: Friday 20th July 2018

Handmade Cards have been donated by Dorothy (Harty Close resident) for fund raising for the ARC. Jackie has made a poster including price list. She will display the cards at Friday club meetings for members to purchase, a money pot will also be placed on the table.

T.Shirts: So Members and Carers easily recognise the Committee it was agreed we would purchase white t.shirt ourselves and Julie will print the ARC logo on them. To be worn at Club meetings on Friday's.

Project Table: Members have happily accepted the £ 1.00 Project Table Charge. All members wanting to take part voluntarily are charged £ 1.00 and given a receipt.

It was agreed volunteers and visitors will not be charged for teas or coffee however they can donate if they so wish.

If there is only two volunteers at a Friday club meeting, all agreed Tuck Shop will close at 12.30 pm. If not before.

7. Date of next meeting: THURSDAY 7th June, 2018 @ 17.30 hrs

8. Meeting Closed @ 18.30 hrs

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

Seconded:..... Date:.....