

THE ARC
(The Adult Resource Centre)

MINUTES

Meeting Held on Thursday 19th October, 2017
At Harty Close, Stifford Clays

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

1. Chairman opened meeting at 17.30 hrs
2. No apologies for absence
3. Minutes of last meeting were approved and signed by Chairman and seconded by Mrs Anne Livermore (Safeguarding & Liability).
4. Chairman thanked everyone for attending and advised Committee she had been contacted by music therapy group TIME who had agreed to reduce their fee from £90 to £75. Chairman informed TIME she would speak to Committee at this meeting to discuss the dates offered to the group over the Christmas school holidays. After a long and in depth discussion it was finally agreed we would book TIME during the Easter break 2018 which would give us time to raise more funds.

Volunteers for the group. The Chairman advised she had applied to NGAGE and was awaiting a reply.

The Committee was advised Laura who has kindly volunteered to sing free of charge at the ARC, Christmas party had contacted the Chairman regarding a PA system. After some investigation it was found that Harty Hall didn't have a PA system. A few suggestions were made and the Chairman agreed to look into the cost of hiring a PA system or loaning one from a local DJ.

The Chairman passed around a letter she had received from Griffin (Estate Agents) regarding their Charity Black Tie Ball next year. Tickets cost £59.00 each, monies raised is ploughed back into the community to help groups like the ARC. As much as the group would like to support such a worthwhile cause it was felt to be a little bit too expensive. The Chairman would contact Griffin to thank them for their invitation but no thank you.

The Chairman advised committee members that the damaged BOCCIA Ramp had been replaced unfortunately it is of poor quality and not up to standard she felt very disappointed.

(Cont'd/.....)

The Halloween themed meeting was discussed and the Chairman suggested prizes should be purchased for the various games and activities. It was agreed a Lakeside Gift Voucher to the value of £10.00 would be awarded for the best carved pumpkin. This would be purchased by The Treasurer and smaller fun gifts would be bought for 'Spooky Bingo.'

Praise was given to Jo the POM POM lady who kindly donated her time for free to the Group. The session was a huge success enjoyed by both members and carers. The Treasurer advised flowers had been purchased and a thank you card written and delivered to Jo.

Jo has kindly offered to come along once a month to the ARC for POM POM and music session free of charge. The last Friday of each month was suggested and committee agreed to pay petrol money. All equipment is supplied by Jo.

The Chairman advised she was preparing a poster to advertise programme of events at the ARC's Christmas Party which she duly showed to the Committee. Timings of the various events taking part were discussed and confirmed and the Chairman was congratulated on the splendid 'Menu' format.

Starters: POM POM DANCING 11 a.m.-12 noon
FACE PAINTING (confirmed by Julie)

Main: DEPUTY MAYOR 12 noon - 1 p.m.

Dessert: SINGER (Laura - confirmed)
FATHER CHRISTMAS

Cheeseboard: RAFFLE

Chairman suggested we should check with the various groups/attendees of their Christmas timings etc.

The Chairman is exploring back drops for photo booth and will check with Jane regarding loan of Lion's sleigh for Santa.

It was agreed raffle tickets will be sold in house at 50p a strip. Treasurer will organise PRIZE LIST of 10 prizes.

PUMPKIN'S: A team carving session, consisting of Lucy, Steven and hopefully Heidi (Chairman to e-mail Susan, Heidi's mum to invite them) will be held at Julies prior to Friday 27th Oct. ARC session. Date to be confirmed.

(Cont'd/.....)

Secretary agreed to write all future birthday cards on behalf of the ARC to its members. The Chairman will prepare a list of members names and birthdays and pass to the Secretary.

5. **TREASURERS REPORT**

The Treasurer announced there are no outstanding expenses to be paid and after the purchase of 5 games for the group: Large Skittles, Deck Quoits, Jenga and two board games. 1 Head-switch and prizes Total amount in the ARC Account is: **£832.89**

SECRETARY

Nothing to report

SAFEGUARDING/LIABILTY

Nothing to report

6. **Any Other Business**

The Treasure suggested to the Chairman and Secretary any future supplies purchased by them to be paid with the group debit card and receipt handed to the Treasurer which they have agreed to do.

Secretary announced she would purchase supplies of tea, milk, coffee, sweeteners and baby wipes on her next trip to the bank to pay in two donations. Anne, Safeguarding/ liability requested the group purchase their own bin liners for various reasons and this was agreed and added to the list.

The Chairman suggested a meal together which was agreed for 30th November, 2017 after Julie returns from Ghana.

The Chairman on behalf of the Committee wished Julie a very happy holiday.

7. **Date of Next Meeting**

The date of the next meeting was agreed for Thursday 7th December, 2017

The Chairman Closed the meeting at 18.25 hrs

Proposed:.....

Date:

Seconded:.....

Date:.....