

THE ARC
(The Adult Resource Centre)

Minutes

Of

Last meeting held on Thursday 11th January, 2018
@ Harty Hall

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

1. The Chairman opened the meeting at 06.20 pm
2. There were no apologies for Absence
3. Minutes of the last meeting were signed and approved by the Chairman (J.Hansen) and Seconded by (A.Livermore) Safeguarding and Liability
4. The Chairman asked for suggestions for the PROJECT TABLE in order to plan ahead for the next 2 months which includes the purchasing of any materials, preparing templates etc. The agreed donation of £1.00 per person for taking part in any of the projects was collected at the first Club meeting on Friday 5th January, 2018 and feedback was Members were happy to donate. The Treasurer (J.Willers) did advise Committee members she had put the donation box along with a laminated typed sheet requesting a £1.00 donation on the ProjectTable and members were happy to do so. The Chairman advised she had mentioned this in the December 2017 News Letter.

Projects agreed:

Friday 12th January

Friday 19th January

Friday 26th January

Friday 2nd February

Friday 9th February

Friday 16th February

Friday 23rd February

Dream Catchers

**Collage - Summer Back drop with Swans,
Ducks & Mushrooms to paint & decorate**

Anne's birthday

Biscuits to decorate & hopefully POM POM

Dancing or make a Fish Tank

Mustard & Cress Hedgehog

Valentine's handicraft, card, hearts etc.

Pancakes. Team Games ??

POM POM Dancing & Boccia Challenge

(No craft Table)

The Chairman and Committee Members thanked Julie Willers (Treasurer) for her great ideas and creative skills with the Project Table which is proving very popular with group members.

The Chairman asked Committee Member's for dates they are unable to attend Group sessions. Julie Willers handed Committee Members a copy of her work schedule with these dates. At the moment Anne Livermore and Jill Maloney are available to support the Chairman and the ARC each Friday.

The Chairman (J.Hansen) was delighted to advise Committee Members she had received very rewarding & positive feedback from numerous groups and service users regarding the ARC Christmas party. Everyone had a great time. The Chairman had printed off two messages in particular from A.M.Care and SATASH in particular and will put them in The ARC Scrapbook.

Committee members were advised by the Chairman. Sharon Parfitt had kindly donated a large number of plastic baubles for the group's use. The Chairman will keep them safe until required.

The Chairman drew attention to Banking and requested for more transparency when paying in or paying out which all Committee Members agreed to do.

Treasurer explained all receipts are collected when paying out and then filed.

The Chairman was referring to a payment of £70 which was incorrectly paid into the ARC account by the Treasurer (J.Willers) friend Claire and subsequently taken out by Julie. Copy of hand written letter to bank from Claire along with all documentation & replies from bank were handed to the Chairman (J.Hansen) by the Treasurer (J.Willers) explaining the error and to be put on file.(Full name Claire Hunter)

The Treasurer (J.Willers) handed all the Committee Members an updated balance sheet from 30th June, 2017 to 10th January, 2018, for their records.

On checking through Anne (Safeguarding/Liability) asked Treasurer how much was made on the Christmas raffle as she could not see it on the balance sheet, the Treasurer Apologised and advised it was £46.

Committee Members were informed a thank you note had been sent to Claire, thanking her for the kind donation of £10 towards the bag book.

Easter Craft Fayer. Anne Livermore (Liability/Safeguarding) said she would speak to her friend Maggie and ask which date is best for her to organise the Easter Fayer, either Friday 16th March, 2018 or Friday 23rd March 2018. Anne will report back next meeting.

The Chairman (J.Hansen) thanked the Treasurer (J.Willers) for reimbursing her for the purchase of the latest bag book for the The ARC.

The Committee were advised that both the Blackout Tent and Infinity tunnel had been received, Tactile tent and Projector Kit are still to be ordered, once received Projector to be PATT Tested, before use.

5. Treasurer's Report: Most of which was covered in Chairman's remarks.
An up to date balance sheet was handed to all Committee Members showing The ARC has a balance of £1,913.38 in Club funds.
The Treasurer (J.Willers) suggested she would prepare and produce at tomorrows Club meeting an IN and OUT balance sheet for refreshments bought and sold on a Friday.
Weekly takings would then be available for all Committee Members to see at a glance.

Secretary's report:

The Secretary (J.Maloney) apologised for taking out the sum of £25.74 twice from the ARC bank account in error which happened over the Christmas period. Once mistake was spotted the Secretary repaid and corrected the error and all relevant receipts and documentation were handed to the Treasurer. Amount repaid related to the purchase of 6 bottles of Bucks Fizz and 18 selection packs for the ARC Christmas Party.
There was nothing further to report.

Safeguarding and Liability report:
Nothing to report.

6. Any Other Business:
The Chairman reminded the Committee Mike from T.I.M.E (Music Therapy) would be visiting the Group tomorrow (12.01.18) around 12 noon to discuss putting regular sessions together. Charges were discussed it was suggested and agreed £65 would be the clubs limit to pay and a top up of a small amount charged to group members. This would be discussed again once TIME submitted their suggested programme and charges.
7. Date of next meeting Thursday 15th February, 2018 @ 5 p.m.
8. The Chairman closed the meeting @ 7.45 p.m.

Proposed: Date:.....

Seconded: Date:.....