**THE ARC**

**(The Adult Resource Centre)**

**Minutes**

**Of**

**Last meeting held on Thursday 7th June, 2018**

**Attendees: Mrs Jackie Hansen (Chairman)**

 **Mrs Anne Livermore (Safeguarding)**

 **Mrs Jill Maloney (Secretary)**

1. Chairman opened meeting @ 17.49

2. Apologies for absence Ms Julie Willers (Treasurer)

3. Minutes of the last meeting were approved and signed by the Chairman and seconded by Mrs Anne

 Livermore (Safeguarding Liability)

4. **Chairman’s Remarks**

Anual renewal of DBS (Police Checks) should be automatically renewed on line. Chairman informed

 Committee Members she has this in writing and will check her own just to confirm.

 Committee Members were also informed the ARC is unable to take any new members, numbers are up to

 43 regulars, 7 spaces free.

 The Chairman has had two further enquiries, they were advised at the moment the group is full but she

 will keep them in the loop.

 Volunteers:

 173 e.mails have been sent out by Sue Wellard asking for volunteers for the ARC. There has been just

 one reply from a lady named Linda who lives on Stifford Clays. Local Area Co-ordination Rene, will

 bring Linda along on Friday 15th June, to meet everyone and see if she would like to join us.

 News Letter:

 The next News Letter will be edited and circulated by the Chairman in August.

 Folders containing policies and members information have now been transferred into the new filing

 cabinet in the locked cupboard.

 A letter will be sent to the Management of Harty Hall requesting an extension on 20th July for the

 ARC first Anniversary party also permission from residents.

 Charity Donation received from Small Sparks of £250.00 has been paid into the ARC account.

 Chairman has sent all relevant information to Julie Willers (Treasurer)

 PAT Testing:

 Committee Members were informed all new electrical equipment does not need PAT Testing.

 Electrical equipment will be tested annually, Sue Wellard advised charge will be met by Thurrock

 Burough Council - Housing.

 Funding: Prudential

 As Club Funds are very healthy at the moment it was agreed a request to the Prudential Charity for

 between £250 - £1,000 will be held back for a time. Rebecca, friend of the Chairman, working for the

 Prudential, will be thanked and advised of the Committee‘s decision.

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 Elizabeth Rigby - (local Vet & Councillor)

 The Chairman was contacted by Elizabeth offering funding and asking if the ARC needed anything.

 After a brief discussion, it was agreed although another session with T.I.M.E would be nice for some

 members others found them too noisey. Committee Members were undecided so this was left for another

 meeting.

 Thurrock Borough Council have also agreed to purchase for us anything large/expensive required by the

 Club.

 The Chairman explained the ARC is in a very fortunate position regarding funding, with all the above

 offers of help.

 It was agreed 2 new volunteers would be a big help to the Club which we will try to get.

 ROGER - Director of Services TBC

 Has requested a visit to the ARC via Sue Wellard who contacted Jackie (Chairman). Date to be arranged.

 Enquiry from Ian Barnet: (Grays Central Area Co-ordinator, TBC)

 On the 29th May, Chairman was contacted by the above enquiring about a new member with

 Autism 40 years of age. His concern gentleman may be too old for the group.

 On the 12th May, 2018 the ARC was registered on the CATALYST website advertising the group all

 Committee Members were mentioned too.

 29th April, 2018 - Risk Assessment for fibre optics projector completed and security marked.

 Data protection all completed now awaiting return of forms from Members.

 Fabulous feedback received from members, carers and groups recently. Chairman has printed all contacts

 messages which she will file and keep with the ARC records.

 Charge for using Project Table:

 Members have happily accepted the £1.00 charge, table is showing a profit.

 Receipts are given to members if requested.

 Refreshments: are proving very successful too.

 Carers Week: Friday 15th June, 2018

 It was agreed tea, cakes and picky bits would be served. Plan required of how this will happen, eg: what to

 eat, napkins, table cloths and banners.

 Would go ahead before BINGO. Chairman to checkout banners (High tea or similar)

 Thank You’s:

 Chairman said a BIG thank you to Anne for organising Bingo prizes and Tombola. Jill for replenishing

 Tuck Shop & refreshments. Preparing Agenda & taking Minutes at committee meetings, buying and

 writing Birthday cardsThor members. Julie for taking charge of Project Table, great ideas.Also thank you

 to Julie’s Dad for cutting the wooden plaques.

 Kitchen sign: Stating no Members to go into the kitchen will be put on door to stop entry.

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 Committee Members were informed by Chairman a request from one Group had been made to take an

 ARC members photograph off the website as photograph permission had not be received from Parent/

 Guardian. The Arc records were checked and photo permission had been given by Parent/Guardian this

 evidence was sent to the relevent Home and the owner apologised.

 T.I.M.E.

 Committee agreed every four months would be ok for a session with T.I.M.E. Groups would be advised

 beforehand so those unhappy with the noise could leave early or miss the particular Friday.

 R.C. Exotics:

 Chairman had requested information from the above which was shown to Committee Members. This

 Included price list and animals which can be chosen to come along to the group for members to touch

 and hold etc. It was agreed thisIto be an exciting project for members and a small charge of £2.00 would

 would be collected from Members. Chairman to contact themAfro availability.

 1st June 2018 - Louise SATASH

 Thank you to Louise for her kind donation to the Group of arts and crafts bits and pieces.

 1st June 2018 - Nick SATASH

 Very kindly helped tidy the hall and did a super job. Committee members agreed occasionally a small treat

 will be given to Nick in appreciation of his help.

 1st Anniversary Party - 20th July, 2018

 Availability for 50 guests - 48 places confirmed

 Sports Day theme: Fun and Games

 Chairman confirmed she already has medals, trophy’s and certificates, every member taking part will

 receive a certificate.

 Suggestions for Team names wanted.

 Team games: Egg and Spoon

 Hoola Hoops

 Tin can - skittles

 Anne (Safeguarding/Liability) agreed to be scorer

 Chairman advised she has all the equipment for the ‘Sports Day’ in her loft which she will loan for the

 day.

 Decision was taken to call another meeting before the party to choose birthday cake, food etc. Enquire

 after a reasonable caterer mentioned by Pat a resident at Harty Close also to collect sandwich platter,

 price lists from local Supermarkets.

 The following guests have accepted our invitation Sue Wellard TBC and the wife of last years Deputy

 Mayor.

 Julie to organise raffle. Jackie to print certificates

 5. **Officer’s Report**

 **Treasurer**

Nothing to report - Treasurer absent

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 **Secretary‘s Report**

Nothing to report

 **Safeguarding/Liability Report**

Anne asked about Art & Craft equipment donated to the group by a resident of Harty Close which she

 tried and found difficult and dangerous for members to use. It was agreed she should dispose of it one

 way or another, Anne will try E.bay first and report back.

6. **Any Other Business**

Chairman discussed closing the ARC during the summer holidays.It was agreed the group would close

 on Friday 6th and 13th July and meet again on the 20th July for the first anniversary party. Chairman

 will message Julie (Treasurer) for dates she will be able to attend the ARC. The Club will stay open in

 August. Chairman mentioned on the 17thAugust we will celebrate Steven’s birthday. 31st August Club

 will be closed due to holidays.

7. **Date of Next Meeting**

To be advised

8. **Meeting Closed @ 19.50 hrs**

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

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