

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 13 November 2019 at District Headquarters.

Present: S Mather (Chair), A S Hague (Secretary), R Salisbury (Treasurer), T Andrews (District Chair), H Greenwood, C Stephenson.

Apologies: K. Ryan, S. Stephenson (Intm. Booking Secretary), M Sweet (DC), M Woods,

1. Minutes of the Previous Meeting:	Action
The minutes of the meeting held on the 4 September 2019 were taken as read.	
2. Matters Arising:	-
All covered on the agenda.	
3. Correspondence:	-
Nil.	
4. Treasurer's Report:	
Ray Salisbury reported as follows:	
The CAF Bank account balance at the close of business on 8th November 2019 had	
been £36,587.44.	
In addition, there was £15,000 deposited with the Skipton Building Society. This is	
immediately available.	
Total funds = £51,587.44.	

At the Finance sub-Committee on 31st October it had been agreed that £10,000 be transferred from the CAF Bank account to the District's Skipton Building Society's account.

The draft budget for 2020 had been agreed and would now go to the District Executive for approval. When this happened, the new charges will need to be displayed on the District Website and new bookings charged at these rates from a suggested date of 1st December 2019.

Normal income to date amounted to £39,096.88 (amended post meeting to £39,496.88) and normal expenditure amounted to £29,052.71.

The normal income to date is -

Littledale £22,874.98 Silverhelme £16,173.75

Unallocated £448.15 Total = £39,496.88

The normal expenditure to date is -

Littledale £14,897.69

Silverhelme £14,155.02 Total = £29,052.71

Littledale had received payments from Ripley Academy (£6,336.00) and Epic Outdoors (£9,209.55).

So far this year total capital expenditure was £10,065.89, all of it at Littledale.

	In the next 2 months the major items of expenditure were expected to be $-$ Wages (£2,000) and Fuel (£1,500) $-$ a total of £3,500.	
	We had recently paid the property Insurance for both sites (£2,268.27). In the next 2	
	months we would also be paying mower insurance and Employers Liability	
	Insurance for both sites. In 2018 these were £291.20 and £176.84 respectively.	
	Projects:	
	i. Littledale Toilet Block – identified as needing upgrading. Materials only	
	estimate £2,400. LED lighting - on sensors; hand dryers to replace paper	
	towels (possibility of leasing to be investigated by ACOG). Estimate £8,000	CS
	in total. This figure will be included in the 2020 budget.	
	ii. SilverHelme entrance driveway – any further work, agreed from	
	maintenance budget. Tony agreed to circulate the Limestone Preservation	TA
	Order for SilverHelme for information.	
	iii. Toilet building for Melling Meadow (S) – a longer term project. Require a	CS
	plan and costings.	
5.	Health & Safety:	
	The accident form relating to a member of his Group at a recent camp would be	
	submitted by Howard shortly.	HG
	The Secretary reported receipt of an accident record for an incident at SilverHelme,	
	in the Den, on 13 October 2019 involving a Scout from 5th Lancaster where the	
	person concerned had hit their head on the light over a bunk whilst playing. Injuries	
	suffered were a minor cut to the head and a slight headache. The Warden had	
	indicated that the light was subsequently in the process of being changed.	
	The importance of site users reporting any incidents and accidents or 'near misses'	
	was again stressed by the Chair. Tony said that he would investigate a possible	TA
	reporting form for 'near misses' – Steve indicated that he had some specimens that	SM
	he would send to Tony.	
	Tony reported that he was proposing issuing an amended Risk Assessment for the	
	sites to include site equipment, electrical & gas installations, accident & injuries	
	involving persons on site and lone working. A draft would be circulated in due	
	course.	TA
6	Operating Committee report:	
0.	Chris Stephenson reported as follows:	
	Wardens need to be informed of any work being carried out on their sites. Agreed.	
	Meetings need to be held with 13th Lancaster to evaluate their proposed	
	development plans for their hut at Littledale and with 23rd Lancaster for similar.	
	Steve agreed to arrange meeting with both parties.	SM
	Positive feedback from all parties on the District Environment Weekend held at	3 1-1
	Littledale. Mick reported a good standard of work. Proposing to repeat the event	
	again – next time at SilverHelme.	
	Still looking to find some deputy wardens for SilverHelme.	
	Booking Secretary reporting some problems with website bookings not coming	
	through. Hopefully the new booking system in train should remedy this. Suggesting	
	a need for a more formal invoice to include terms & conditions. Tony agreed to	TA
	review this.	
	Local Groups are not always letting the wardens know if they are not going to be	
	turning up for bookings made. Suggested that an item be placed in the District E-	
	news to remind them to do this.	DC
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Regarding the electrical inspections carried out on both sites Tony reported that all	
the identified work had now been carried out and both sites were now up to	
standard.	
7. District Strategy 2023:	
Chris Stephenson reported that work on this remained to be done. The Chair	CS
requested that this be progressed.	
requested that the se progressed.	
8. Marketing:	
The need for a marketing plan was acknowledged. Chris indicated that he would	cs
approach Helen Wilkinson to see if she would be available to help.	
Regarding on-site activities it was agreed that these should fit with the longer-term	
strategy. Howard reported a discussion with a new leader at Warton who was	
looking to find a suitable location to carry out forest activities (as a business).	
SilverHelme was suggested as a possible venue and it was agreed that the lady	
concerned could look around the site. He would report back in due course.	HG
9 Projector	
9. Projects: SilverHelme Toilet block:	
Howard Greenwood reported that his investigations were on the 'back burner' for	HG
	по
now owing to other priority commitments.	
Water Quality at Littledale:	
Howard Greenwood reported that he had undertaken water sampling throughout	
Littledale. The level of manganese in the water had been well above recommended	
limits. This was attributable to the filtering medium not having been changed since	
2016.	
In discussion with David Dunn at Cumbrian Water Services it had been	
recommended that the following remedial work be carried out: -	
1. Replace 2no. pressure vessels £1256.00 +VAT	
2. Service ultraviolet steriliser (2 lamps) £77.00 +VAT	
3. Strip, empty and replace filer media to 2no. iron filters. Check and service valves.	
£2048.00 +VAT.	
An alternative to no.3 is:	
4. Retrofit a resin-type salt/brine regenerating filter that requires the cost of salt and	
,	
filling of a brine tank, including 2no. new softening valves to operate the system.	
£3277.00 +VAT This option would give significantly greater reduction of iron and	
manganese over a longer period. (Deposit to be paid: £1750.00 +VAT).	
Following discussion, it was agreed to proceed with 1,2 and 4 above. Total	
£4610.00+VAT = £5532.00	
14010.00+VA1 - E3332.00	
Tony Andrews highlighted that this situation had come about partly because self-	
maintenance had not been carried out and it was evident also that the servicing	
undertaken by another contractor had been wholly inadequate. It was agreed that a	HG
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quotation should be requested from Cumbrian WS for a maintenance contract; the	
firm would also be asked to provide a user maintenance guide.	

In view of the circumstances, under District Chair's action, Tony Andrews approved the decision to proceed as noted above. He would report accordingly to the next District Executive meeting.	
Online Booking System; Tony Andrews reported that he had met with Darren Phillips and the project was progressing favourably. Under the new on line system the customer experience would be improved and it would include an automatic feedback form and payment and booking reminders. He would be meeting Darren again shortly to hopefully finalise matters. Chris Stephenson highlighted the need for user training.	TA
10. Any Other Business: Stobart Forestry: The report offered by Stobart on woodlands management on our sites had been discussed in previous meetings. This would be free to us, the initiative being government funded. It was agreed that woodland management was important to us and it was therefore agreed to request Stobart to proceed. Ray Salisbury also reported on a tree planting initiative from the Council. He had an email contact address if required.	TA
11. Date of next meeting: 8 January 2020 at District Headquarters at 7 pm.	