

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 10 July 2018 at SilverHelme Scout Activity Centre.**

**Present:** A Kayll (Chair), A S Hague (Secretary), T Andrews (District Chair), D Ryan, K Ryan, R Salisbury, M Woods.

**Apologies:** C Dewar (DC)

	<b>Action</b>
<p><b>1. Minutes of the Last Meeting:</b> The minutes of the meeting held on 2 May 2018 were accepted as a correct record.</p>	
<p><b>2. Matters Arising:</b></p> <p>a. Payphones: Ray Salisbury stated that the non-functioning Littledale payphone had been reported to BT. The previous proposal for the District to install its own payphone equipment and to take over the lines had been approved by the District Executive who had confirmed that they did not feel there was any conflict of interest concerning the proposed contractor (Whitmee Communications) and the ACMB Chair. The proposal would be actioned.</p>	<b>AK</b>
<p>b. SilverHelme Toilet Block: The Treasurer confirmed that no more bills had been received. Information from the builder concerning building regulations queries was still outstanding and Andrew reported that he would be writing to him in strong terms to gain the necessary evidence. Kieron reported that door closers had been fitted to the doors where needed. It was again agreed to defer an official opening of the facilities until Building Regulations had been cleared.</p>	<b>AK</b>
<p>c. Main Drive, SilverHelme: Kieron stated that further work to improve the drive surface would be deferred until a quieter period on the site.</p>	
<p>d. Sani-bins: Dorothy reported that the bins did fit inside the SilverHelme toilet block cubicles. In terms of emptying Andrew proposed that the use at both sites be monitored and collections adjusted accordingly.</p>	<b>KR, MW</b>
<p>e. Fire Safety Reports (LFRS): Quotations had been received for the replacement fire doors (7 needed at SilverHelme, 6 at Littledale), amounting to approx. £1000 each site. Tony had confirmed that the cost included closers. An updated quote would be required to</p>	<b>KR</b>

<p>include an additional door. It was agreed that fitting at Littledale would be the first priority.</p> <p>Approval to proceed would be given under Chairmans' action.</p>	
<p><b>3. Finance Report:</b></p> <p>Ray Salisbury presented his report as follows:</p> <p>The CAF Bank account balance at the close of business on 9 July 2018 was £27,730. In addition, there was £15,000 deposited with the Skipton Building Society.</p> <p>On 30 June the ordinary income for Littledale amounted to £15,586, with ordinary expenditure of £6208. SilverHelme's income was £10,385 and expenditure was £5935.</p> <p>As at the end of June at 2017, Littledale's income had been £6087 and expenditure £8371. On the same date the figures for SilverHelme had been £10,608 and £7489 respectively.</p> <p>A donation of £550 he had been received from NFU-related ladies charities for use at SilverHelme. A new ride-on mower had been bought for SilverHelme at a cost of £6360. Andrew reported that he had secured a further £200, which might be added to this pot representing 'cash back' on the purchased Kubota mower. Alan outlined discussions that he had had with Tina Stott regarding what the donation might be spent on. One suggestion was to purchase 'activity boxes' to facilitate programme possibilities at SilverHelme. He would send Kieron a list of activities available at Waddecar for his comments.</p> <p>Tony highlighted that the District Executive had approved this expenditure 'at risk' based on anticipated income, which had been detailed.</p> <p>It was agreed that it would be prudent to arrange the proposed trade-in of the Littledale mower soon owing to its present condition.</p> <p>In terms of further anticipated expenditure it was agreed to postpone the purchase of new mattresses for Littledale (cost est. £80 each) for now as no more adverse comments had lately been received. The cooker and hot water boiler in LPL needed attention. The service engineer had stated that the cooker did not meet legal requirements and would therefore need to be replaced. Andrew agreed to contact the engineer to progress. The hot water boiler required a service and Kieron agreed to arrange.</p> <p>The cooker at SilverHelme also possibly needed a service but it was agreed to defer this for the time being.</p> <p>The above highlighted the need for a service schedule to be drawn up and Tony agreed to do this.</p> <p>Tony highlighted the higher than expected cost of gas at SilverHelme and the reasons behind this were considered. Andrew pointed out that the meters for LPG and gas were the same and it would be very useful to install such to be able to accurately check usage.</p> <p>In discussion with engineers it had been stated that they would need around a week to carry out Electrical Installation Condition Reports at the Activity Centres. It was agreed that a quote be obtained from a contractor, to include PAT testing</p>	<p>ASH</p> <p>AK</p> <p>AK KR</p> <p>TA</p> <p>AK?</p> <p>ASH</p>

<p><b>4. Activity Centres Booking Secretary</b> Dorothy had indicated that she wished to stand down due to family and work commitments. An advertisement had recently been placed on the District's website for a successor but no replies had been received to date. Discussion took place on the subject of an honorarium for the position.</p>	
<p><b>5. SilverHelme Warden's report</b> Kieron highlighted that a Relief Warden would be required in August when he was away. Andrew reported that 2 responses had been received to his advert for voluntary Wardens and he would ask the people concerned to contact Kieron direct to discuss arrangements. He had placed a ban on open fires during the duration of the present drought conditions. The new mower did not fit into the garage and it would be necessary to build a new one. The cost of materials (est. £500) would be met from the repairs and maintenance budget.</p> <p>Tony reported on investigations and discussions with the Chair of the Silverdale Parish Council concerning clarifying the boundaries of the site. He had asked the SATC to check on any developments in this respect in their records since purchase.</p>	<p>AK</p> <p>KR</p>
<p><b>6. Littledale Warden's report</b> Mick reported that further (3) trees would require the attention of the contractor. The footpath down to the archery range was still to do. He asked that when the cooker contractor came on site that the non-functioning grill be removed. The 53<sup>rd</sup> Group would be coming on site to replace some chapel seats.</p>	
<p><b>7. Bookings Secretary's report</b> Dorothy Ryan gave details of current bookings. Generally camp fees were received in time but a small number required chasing. Discussion took place on the Booking Conditions requirement for the balance of fees to be paid 6 weeks before the event. There was a view that this was not realistic or practical in a lot of cases and the proposal was that this condition be limited to large external groups. It was agreed to refer this to the Executive at their September meeting. Tony indicated that he would be meeting his contact at Epic Outdoors to review their use of Littledale. It had been reported that "Littledale was working well for us this summer". Mick reported only minor niggles, easily sorted, with the firm.</p>	<p>TA</p>
<p><b>8. Health and Safety:</b> No incidents had been reported in the period. A safeguarding issue concerning a non-Scout coming onto site was being dealt with by the DC. Tony suggested that up to date accident books should be purchased for both sites to comply with current regulations. The Secretary would arrange. Any reports completed should be forwarded to him. Tony was moving ahead with the fire risk assessments, which he hoped would be available soon. Tony suggested that stand alone carbon monoxide detectors should be purchased to sit alongside both sites' boilers.</p>	<p>ASH</p> <p>???</p>
<p><b>9. Any other business</b></p>	

The agreed payment for use of Mortimer Centre by Silverhelme Explorers was outstanding. Tony would refer this to the DESComm for attention.	<b>TA</b>
<b>10. Date of next meeting:</b>  Tuesday 4 September 2018, 7.00 pm at District HQ. (Note revised time).	