

**NOTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 4 September 2018 at District Headquarters.**

**Present:** A S Hague (Secretary), K Ryan, R Salisbury,

**Apologies:** T Andrews, C Dewar, A Kayll, D Ryan, M Woods,

In the absence of key members of the Board the meeting was not quorate and no decisions could be made. The ACMB Chair's indicated intention to resign from the Board (outlined in his email 4 September) owing to work commitments was noted.	<b>Action</b>
<b>1. Minutes of the Last Meeting:</b> The minutes of the meeting held on 10 July 2018 were noted.	
<b>2. Matters Arising:</b> a. Payphones: No known progress. Payphones at both sites still inoperative	<b>AK</b>
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	<b>AK</b>
c. Main Drive, SilverHelme: Kieron reaffirmed that further work to improve the drive surface would be deferred until a quieter period on the site.	
d. 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. Approval to proceed required to be given under Chairmans' action.	<b>TA</b>
<b>3. Finance Report:</b> Ray Salisbury presented his report as follows: The CAF Bank account balance at the close of business on 3rd September 2018 was £24,331. In addition, there is £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £39,331.	

<p>On 31st August the “ordinary” income for Littledale amounted to £25,405, with “ordinary” expenditure of £9,131. Silverhelme’s income was £15,922 and expenditure was £6,907.</p> <p>A new ride-on mower has been bought for Littledale at a cost of £6,360. At the moment, the draft Budget for 2019 showed a surplus of £2,585 if lettings are increased by about 4% (or £3,800).</p> <p>A quote had been obtained from a contractor to carry out Electrical Installation Condition Reports at the Activity Centres - to include PAT testing. This had been passed to the ACMB Chair to progress.</p> <p>The Activity Centres’ Budget report for 2018 and draft budget 2019 and proposed charges for 2019 were received.</p>	AK
<p><b>4. Activity Centres Booking Secretary Vacancy</b> No known progress.</p>	
<p><b>5. Littledale Warden’s report</b> Mick had been unable to attend the meeting as he was working away. He had queried progress on the defective cooker and the water heating as there was to be a group in the lodge on the 5th October. It was agreed that progress would be checked with the Chair. He had reported that the new tractor/mower had been received and was working well.</p>	RS
<p><b>6. SilverHelme Warden’s report</b> The relief wardens who had come forward had carried out their first sessions on the site very satisfactorily.</p>	
<p><b>7. Bookings Secretary’s report</b> Noted.</p>	
<p><b>8. Health and Safety:</b> No incidents had been reported in the period. Accident books to meet current regulations had been purchased and installed at both sites.</p>	
<p><b>9. Any other business</b> Nil</p>	
<p><b>10. Date of next meeting:</b>  Tuesday 13 November 2018, 7.00 pm at District HQ. (Note revised time).</p>	