

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 18 November 2020 online.

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

Apologies: S Stephenson, M Sweet (DC).

	Action
<p>1. Minutes of the Previous Meeting: The minutes of the meeting held on the 23 September 2020 were taken as read.</p> <p>2. Matters Arising:</p> <p>Minute 5. Operating Committee report: With regard to the present position with the installation of broadband at Littledale, Chris reported that this was not yet installed. It had been agreed previously that this would best be carried out by the contractor who had installed this at SilverHelme. Kieron agreed to contact him to progress.</p> <p>Littledale Toilet Block: Concerning the additional invoices received for electrical work Chris had investigated; These involved installation work on the hand dryers and associated work, which in the event the contractor had carried out in 2 phases, hence the second invoice. It was unclear who had originally initially authorised the go-ahead for the work. Other work, which had been discussed by the Board, on external lighting for evening users was one additional item. Steve categorised this as “mission creep” in this case. Tony highlighted previous discussions at ACMB and Executive level where it had been agreed that for any capital works a designated Project Manager should be identified and a properly costed plan submitted pre-start and if external contractors were required there should be a written quotation from them. This had not been done in this case.</p> <p>Dialogue ensued on authorisation levels for future expenditure, particularly for faults and routine maintenance (and especially in the event that emergency work is needed). Following discussion, the following limits were agreed: - Wardens - £250 To ACOG Chair for approval - £1000 To ACMB Chair for approval - £2000 To District Executive for approval >£2000 (probably taken as Chair’s Action and reported to the next meeting for approval)</p> <p>Water Treatment System Replacement, Littledale: Howard – still to pursue. Also not received operating manual. Will also chase Cumbria WS for invoice for work carried out.</p>	<p></p> <p>KR</p> <p>HG</p>

<p>SilverHelme ESU - payment for use of SilverHelme: Ray had invoiced the Unit but no payment had been received. Tony agreed to contact the DESComm to pursue.</p> <p>Telecoms mast at SilverHelme: Tony Andrews reported that the lease had now been signed by the relevant parties and finalised. Airwave had picked up all of our (estimated) £700 solicitor's fees. There could be a comeback from Airwave on the current years payment as the new lease started on 15 October and a full payment at the former rate had been made on 1 April (the date of the former lease) and the new figure was £4950. We were required by the Charities Act/SATC to have a surveyor's report on whether we were being paid a fair and reasonable rent and this had been confirmed. It had been pointed out that rentals in other cases had significantly dropped and we might anticipate this might occur when our current rent was reviewed in 3 years' time – a cautionary note. Ray's opinion was, on his reading of the lease, that the District would have an option of market rate or inflation proofed whichever is the higher and the rent might therefore increase. A copy of the lease would be filed at DHQ.</p>	<p>TA</p> <p>TA</p>
<p>3. Correspondence: Nil.</p>	
<p>4. Treasurer's Report: CAF Bank account balance on 16th November £3,964.05. In addition, there is £55,000 deposited with the Skipton Building Society (since the report had been written £10,000 had been transferred to the current account). This is immediately available. Total funds = £58,964.05.</p> <p>Capital expenditure to date £10,109.32. Littleedale has spent £8,682.32 – mostly on the refurbishment of the toilet block. SilverHelme has spent £1,427.00 on the installation of hand driers.</p> <p>A payment of £1,334.00 has been received from Lancaster City Council. This is a grant for SilverHelme using the Governments Local Restrictions Support Grant (Businesses Required to Close) scheme. An application has also been made for Littleedale. We have received £15.50 in other income since the government grant on 12th May 2020.</p> <p>There has been no further expenditure on Littleedale's filtration system. However, we have not yet received the invoice for the work done to date.</p> <p>There is one major amount that we are holding, viz Ripley School, which is a £5,000 booking fee. So far, they have not asked for a refund. However, this amount has been taken into account in the Cash Flow analysis. This indicates that we have sufficient funds to cover expenditure for the foreseeable future.</p>	<p>SS</p>

<p>Roy asked if the Booking Secretary could write to those who had booked and not asked for return of their deposit in order to allow them preference in booking once the sites were able to reopen.</p> <p>In his opinion we are in a position to continue improving both campsites during the coming months.</p> <p>Budget 2021/22</p> <p>The draft budget proposal was received. This had had to have been based on a number of assumptions in the present circumstances one being that the sites might be able to reopen in July 2021. The figures envisaged a budget deficit of c. £7880. A policy of minimum spend was supported in the circumstances allowing for one-off 'constructive maintenance' opportunities whilst the sites were closed.</p> <p>With regard to Activity Centres' charges it had previously been agreed that these should remain at 2020 rates. A suggestion to introduce a day visit rate was raised and discussed but the consensus was that this would be counterproductive; the income raised would be minimal and day visits offered the possibility for visitors to see and appreciate the sites' facilities and perhaps encourage residential bookings. Also, the DC had been keen to encourage face to face outdoor Scouting during the pandemic and it would be inopportune to introduce a charge at this time.</p> <p>The draft budget was approved.</p>	
<p>5. Operating Committee report:</p> <p>Some day visit bookings following the relaxation of Covid-19 restrictions but sites now closed again.</p>	
<p>6. Bookings:</p> <p>Booking System:</p> <p>Tony had contacted Darren Phillips who is in the process of 'stress testing' the database. There is currently a problem integrating the Google calendar. He envisages that this should be fixed in the next couple of weeks. The programme will then go live and allow beta testing to pick up any anomalies.</p> <p>He will chase Darren periodically.</p>	TA
<p>7. Projects:</p> <p>SilverHelme Toilet Block:</p> <p>Howard Greenwood reported that this matter had remained on the 'back burner' pending his finalising the Littledale water project -The Planning Department representative had not chased up the issues raised and there was a feeling that it was not a priority for them. The situation would be kept under review.</p> <p>Kieron reported that he had had a man review the drainage for the block and envisaged some work might be needed as it had been established that there was not enough fall on the system.</p> <p>Checklist for Covid-19 cleaning – Kieron agreed to place the agreed notices.</p>	<p>HG</p> <p>KR</p>

8. Reopening the Activity Centres: This item had been placed on the agenda in anticipation of Covid-19 restrictions being eased but, in the event, they had reverted to Red readiness level. We were now looking beyond Christmas for this possibility.	
9. Any Other Business: Nil.	
10. Date of next meeting: 10 March 2021	