

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 7 March 2018 at District Headquarters, Moor Street, Lancaster.

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

Apologies: T Bond, C Dewar (DC), D Ryan, D Wilkinson. Terry Bond had indicated that he was resigning from the ACMB but would be happy to join the SilverHelme Operational Group.

1. Minutes of the Last Meeting:

The minutes of the meeting held on 9 January 2018 were accepted as a correct record.

2. Matters Arising:

- a. Kieron indicated that, regarding his personal circumstances and potential absence, his operation would not now be taking place this year.
- b. Insurance of Group buildings at Littledale:
Tony Andrews reported that he had recently spoken to the GSL at 23rd Lancaster who had said that he would set matters in motion. He was also in touch by email with 13th Lancaster to progress matters. Contact still needed to be made with 6th Penwortham; Tony requested contact details via Dorothy Ryan (from their bookings). Ray Salisbury confirmed, from TSA website, that Unity Insurance covered our Public Liability in respect of buildings on our sites.

Action: DR

- c. Lancashire County Council Users. Andrew said he would complete the necessary form required to permit LCC users to book on our sites.

Action: AK

- d. Site Payphone costs
As the payphone at SilverHelme was not working at the moment it was agreed that BT be asked to repair this this time but that we look to investigate a suitable alternative provision - to be reported at the next meeting.

Action: Wardens, AK

3. Finance report and Budget 2018:

Ray Salisbury presented his report as follows:

The CAF Bank account balance at 6 March 2018 was £8,057. In addition, there is £15,000 deposited with the Skipton Building Society.

An outstanding payment from 1st Fleetwood Group had been received.

The SilverHelme toilet block was now mostly paid for; to date the cost is £95,677. In addition, there will be a payment required of £850 for Building Regulations. It was noted that the project was not registered by the main contractor, as it should have been, resulting in delay. Also, action against the builder was limited as the 'contract' did not specify any retention. Ray outlined that there may possibly be some extra payments as a result of user issues.

The draft budget for 2018 showed a deficit of £5,050. To address this, he was suggesting that approval be sought from the Executive for an increase in fees at a date to be determined. To support this proposal, he tabled a list of prices from comparative Scouting facilities. He also pointed out that notifications had been received of price increases ranging from 4-12% for materials used to maintain our sites. Work was underway to finalise the District Accounts for 2017; the Activity Centres' section was showing a surplus on normal activities of £10,915.

The Board reviewed the budget statement and agreed a number of minor alterations, which would be incorporated into a revised statement for the Executive.

A suggestion from the District Chair that he was prepared to ask the Executive to request the £5k deficit be covered by 'windfall' income from the mast at SilverHelme was not supported.

Following discussion on an item in the budget on training for chain saw users, a proposal to ban the use of these on site by other than the Site Wardens was agreed.

It was also agreed to support the proposal for a general increase in Activity Centre charges, at a date to be agreed, acknowledging the RPI Index and other Scouting sites' prices, of 5% (rounded as appropriate) to address the deficit in the proposed budget and to help restore depleted reserves. Charges for existing bookings to be honoured at the charges prevailing at the time of booking.

4. SilverHelme Toilet Block:

a. Final account: The total sum was currently £96,527. Any VAT refund, considered unlikely owing to the main builder's non-registration, would be considered a windfall. Kieron Ryan identified further necessary expenditure, following use of the building, on door closers and mirrors but it was anticipated that there would be no more bills over £500

b. Official Opening: This would need to take place after the Building Regulations were signed off. It was agreed to approach Mrs. Kath Bromilow MBE who had been influential in securing grant aid from the Vera Wolstencroft Trust, to invite her to perform this ceremony. The District Chair agreed to write to invite her.

Action: TA

c. Hygiene supplies: Most of the necessary supplies, identified at the previous meeting, had now arrived. It was agreed to accept the cheaper quote from Thos. Graham for sani-bins in the sum of £600 p.a. Andrew Kayll agreed to investigate the logistics of this operation.

Action: AK

5. Site Weekend Wardens:

Mick Woods outlined that at Littledale they presently had the services of 5 people, in addition to himself, mostly signed up by direct contact/word of mouth. It was proposed that a similar scheme would be helpful at SilverHelme and Alan Hague agreed to draw up an item to go in Lonsdale E-news to make any potential volunteers aware of the need in the first instance.

Action: ASH

6. Health and Safety:

No incidents had been reported in the period.

Tony Andrews reported that along with Andrew Kayll he had visited both AC's following which he was preparing a Risk Assessment for each which would also lead into drawing up a Safety Policy for each.

7. SilverHelme Warden's report

The tractor (14 years old) was currently broken. Andrew Kayll agreed to obtain quotes for 2 replacement machines.

Action: AK

The main drive was again in a poor state following recent unprecedented rainfall. A complaint had been received on this from a Scout parent. It was agreed to see if professional advice might be sought to identify a more enduring solution to this perennial issue.

Action: KR

Plumbing issues- one of the new outside taps had burst and been repaired. Andrew Kayll also reported that the pressure taps in the new building were not stopping and required looking at.

Concerning the new Wi-Fi installations Andrew agreed to obtain prices to extend the range of the facility for both Centres.

Action: AK

8. Littledale Warden's report

The mattresses in the Lodge had been the subject of customer complaint and needed replacement. Tony Andrews requested that a quotation be obtained and sent to him with a view to including this in a grant application for both Centres.

Action: MW

Tony Andrews agreed to chase the Council regarding attention to the further sink hole problem that had occurred on the top road.

Action: TA

Certain paths required remedial work. £1500 had been identified to carry out the necessary work and it was agreed that work might commence as soon as conditions allowed.

It was re-affirmed that Wardens had authority to spend up to £500 on required items without recourse to the Board.

9. Bookings Secretary's report

Kieron Ryan gave details of current bookings. Regarding issues surrounding specific shower facilities for a 3-week booking by Epic Outdoors at Littledale it was agreed that the Warden should phone the contact to obtain finer details of their requirements and for the Booking Secretary to be asked to clarify the expected income to determine whether it would be worthwhile to look at a suggestion to bring temporary facilities on site. This information to be given to the Board's Chair.

Action: MW, DR

GDPR Regulations: On a query regarding this new regulation Tony Andrews reported that the District was working on this on advice from County. A common system was envisaged with secure folders for approved users.

10. Any other business

Nil.

11. Date of next meeting:

Wednesday 2 May 2018, 7.30 pm at Littledale SAC.