

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 2 May 2018 at Littledale 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), D Wilkinson.

**1. Minutes of the Last Meeting:**

The minutes of the meeting held on 7 March 2018 were accepted as a correct record.

**2. Matters Arising:**

a. Payphones:

Ray Salisbury stated that, having carried out a test, the phone line at Littledale was not working. He would report this to BT. He also said that the instrument at SilverHelme was now the property of the District. The ACMB Chair asked him to report to him if this was confirmed and then the previous proposal for the District to install its own payphone equipment would be actioned.

**Action: RS, AK**

b. SilverHelme Toilet Block:

Kieron Ryan reported that mirrors had now been purchased at a total cost of £75 and installed. 2 door closers were needed for privacy reasons, which he would purchase.

c. Main Drive, SilverHelme:

Repairs had been carried out and top-dressed with stone. A more enduring solution to this perennial problem was still to be identified.

d. Sani-bins:

These had now been delivered on site ready to be installed. The size of the bins might be problematical in positioning these at SilverHelme and Dorothy Ryan would report if this was the case.

**Action: DR**

e. Fire Safety Reports (LFRS):

These had been circulated to members previously. Tony Andrews reported that he had been in touch with the LFRS Officer who had been most helpful in clarifying details in the reports; He was in the process of writing a Fire Risk Assessment. He had inspected the Littledale Lodge that day with the ACMB Chair and they had been satisfied that there was sufficient emergency lighting, alarms and detectors in place as required in the report. The Fire Officer's main concern had been the need for 30-minute fire resisting doors and the intention would be to identify a joiner to undertake this work. Kieron Ryan stated that he would investigate a contact. The door frames were up to standard but door closers would need to be fitted. Tony Andrews reported that grant aid would be being pursued to defray at least part of the cost.

**Action: KR**

Tony Andrews indicated that he would carry out a similar inspection at SilverHelme and report back on that site.

**Action: AK, TA**

Tony Andrews also suggested that it would be good practice to have fire diagrams to include in the Centres' records. The location of any existing would be investigated.

**Action: All**

Kieron Ryan reported that he had fitted battery powered detectors in his cabin and in The Den at SilverHelme, which could be mains connected in due course. With regard to the recommendation for removing coats hanging in the entrance of Mortimer Lodge Tony Andrews indicated that they would review possibilities during the proposed inspection visit.

f. Mowers:

Both mowers were now out of action. Possibilities for replacements were being investigated with a local supplier. In the meantime, the supplier was prepared to deliver a loan machine on trial to SilverHelme. This would require to be transported to Littledale or, failing that, the District might need to pay someone to cut the grass there, pro tem.

**Action: AK**

### 3. Finance Report:

Ray Salisbury presented his report as follows:

The CAF Bank account balance at the close of business on 30 April 2018 was £7,065. In addition, there was £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £22,065.

The toilet block at SilverHelme was now *mostly* paid for – to date the cost is £96,506, which included the payment for Building Regulations. Kieron Ryan was requested to pursue the documentation for this, which had still to be received. Tony Andrews queried what was meant by 'mostly'. Ray Salisbury indicated that there might still be some additional limited costs associated with snagging.

**Action: KR**

The District Executive, at its meeting on 15<sup>th</sup> March, had approved the ACMB budget and agreed to the proposed changes to Activity Centre charges. The charges were effective from 1 April for new bookings.

The District Executive also agreed with the proposal that the ACMB look to identify a formula that might be used to enable regular reconsideration of charges These to be considered at its early autumn meetings.

So far this year the income for Littledale amounted to £4,856 with expenditure of £4,634. SilverHelme's income was £6,197 and expenditure was £3,964.

Ray Salisbury reported that he was pursuing the payment for the mast rental at SilverHelme, which was now overdue. Tony Andrews highlighted that this was in breach of the lease.

The Board agreed to a proposal, for convenience, to contract with Travis Perkins at Carnforth for the supply of materials to SilverHelme as and when required, from the Warden's delegated budget of £500.

### 4. SilverHelme Warden's report

A number of incidents of damage caused by users of the site were noted.

- a. Damage to doors in toilet block by squirting of washing up liquid- removed but staining to be dealt with.
- b. Toilet rolls removed and tissue spread around – possible culprits to be spoken to when next on site.
- c. Beaver trail signs removed
- d. Beaver Lodge door kicked in
- e. Spars dragged down in Chapel.

Fees owing from Borwick Hall were being chased by the Booking Secretary following cheques 'bouncing'.

Some temporary signs had been fitted in the toilet block to guide users.

Andrew Kayll was asked to arrange removal of the tyres brought on site for a recent event as these were being misused.

Terry Bond had raised an issue with trees from our property hanging over Lamberts Meadow. The ownership of this part of the site was presently being investigated by Tony Andrews.

Tony Andrews reported that he had recently researched the documentation concerning the purchase of both sites with the Scout Association Trust Corporation. He now had copies of the Conveyance and Land Registry

documents, which exhibited a difference in boundaries (for SilverHelme). He was looking to verify the position. The documents would be lodged in the District records thereafter.

Tony Andrews reported that Kath Bromilow was agreeable to undertaking the formal opening of the new facilities but it was agreed to leave this over until Building Regulations had been cleared.

Tony Andrews agreed to look into a query over non-payment of rent for the use of Mortimer Cabin for meetings by the SilverHelme ESU.

**Action: TA, AK**

## **5. Littledale Warden's report**

The cooker in the lodge was in need of servicing. Andrew Kayll agreed to look into this and also into the one at SilverHelme, which also required similar.

**Action: AK**

Ground had been dug-out and replaced with stone to enable a lorry to enter the site to empty the tank (from the toilets) on the Top Field. In addition, a new gate-way had been created.

The situation regarding showering facilities for the Epic Outdoors booking had been clarified and it had been confirmed that the existing facilities would meet their needs.

A question was raised on the fee paid by Ripley School for using the lodge for purely storage purposes. Dorothy Ryan gave an indication of the overall sums paid by the school for their visits and it was agreed that in view of the amounts concerned the Board was content with the discounted sum involved.

The mattresses in the Lodge had been the subject of customer complaint and needed replacement. A quotation had been requested at the previous meeting and was awaited. Tony Andrews indicated that once he had a figure he would look to including this in a grant application for both Centres.

**Action: RS**

Mick Woods also detailed other proposed and ongoing maintenance work.

## **6. Bookings Secretary's report**

Dorothy Ryan gave details of current bookings. Regarding a voucher issued at a recent event to Forton Group for a one-night stay at the Centres it was agreed that Mandy Sweet should be contacted to clarify the background to this 'offer'.

Alan Hague agreed to design draft site plans that might be used for the information of users visiting the Centres. He also agreed to revise the online bookings form to include activity bookings at Littledale and for this to give an indication as to whether those booking would have their own instructor, or not.

**Action: DR, ASH**

Discussion took place on domestic issues associated with the large booking at Littledale and it was confirmed that the users would be informed that materials for toilet cleaning would be freely available in the cleaning cupboard. There would need to be a watch kept on rubbish disposal and collection to ensure the systems didn't become overloaded.

Some users had made requests to see risk assessments for the Centres. Tony Andrews stated that he could provide a model one for shooting and archery and the intention was to have overall site ones drafted to include alongside the booking request form for those booking to acknowledge having seen the assessment.

**Action: TA**

**7. Health and Safety:**

No incidents had been reported in the period.

**8. Any other business**

Nil.

**9. Date of next meeting:**

Tuesday 10 July 2018, 7.30 pm at SilverHelme SAC.