

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 21 November 2018 at District Headquarters.**

**Present:** T Andrews (Act. Chair), A S Hague (Secretary), S Rose, K Ryan, R Salisbury, M Woods.  
**Apologies:** C Dewar (DC)

<p><b>1. Welcome</b> The Chair extended a welcome to Stephen Rose the newly appointed ACMB Booking Secretary.</p>	<p><b>Action</b></p>
<p><b>2. Minutes of Previous Meetings</b> The minutes of the meeting held on the 10 July, 2018 were accepted as a correct record. The notes of meeting held on the 4 September, 2018 were received for information.</p>	
<p><b>3. Matters Arising:</b></p> <p>a. Payphones: Ray Salisbury stated that the non-functioning <b>Littledale</b> payphone was due to a line fault and this was in the process of being reported to BT. The problem at <b>SilverHelme</b> was due to a unit fault (the payphone would become the District's property in any event that month). It was agreed that a new payphone unit should be purchased for SilverHelme to restore the service and to await BT's response on the Littledale line fault before deciding whether or not to purchase a new phone there. The previous proposal for the District to install its own payphone equipment and for Whitmee Communications to take over the lines had stalled following the resignation of the ACMB Chair who was to have actioned this.</p>	<p><b>RS</b>  <b>RS</b></p>
<p>b. Donations via Tina Stott: Discussion took place on proposals for using the donations amounting to £550 received in May for SilverHelme. One supported suggestion was to buy pioneering equipment for use by both Cubs and Scouts viz. poles, staffs and suitable rope. It was agreed to put this proposal before the District Executive for approval.</p>	<p><b>ASH</b></p>
<p>c. Charge for using Mortimer Centre: It was understood that Silverhelme ESU had still not made any payment for use of the premises. The Treasurer was asked to research and report back on what sum had been agreed by the District Executive and whether an invoice or demand for payment had been issued.</p>	<p><b>RS</b></p>
<p><b>4. Finance Report:</b> Ray Salisbury presented his report as follows: The CAF Bank account balance at the close of business on 31<sup>st</sup> October 2018 had been £21,533.</p>	

<p>In addition, there was £15,000 deposited with the Skipton Building Society. This was immediately available. Total funds = £36,533.</p> <p>On 31 October the “ordinary” income for Littledale amounted to £27,035, with “ordinary” expenditure of £12,581. SilverHelme’s income was £18,151 and expenditure was £10,864.</p> <p>With regard to buildings insurance this would need to be adjusted to include the ‘garage’ constructed at SilverHelme to securely house the new tractor/mower. Mower insurance had been renewed in the sum of £300.</p> <p>Ray outlined the detail behind the draft Activity Centres’ budget for 2019. This was shown to be essentially a ‘break even’ budget (small projected surplus of £785). He underlined that to achieve the anticipated income that charges would need to be uplifted in accordance with the previously agreed formula (+4%).</p>	
<p>Tony again highlighted the recent higher than expected cost of gas at SilverHelme and Ray was tasked with reviewing the situation.</p> <p>In response to a query it was confirmed that the £100 weekday charge for the lodges was only available when there was an adjoining weekend booking.</p> <p>After discussion it was agreed that future consideration would be given to the possibility of identifying ways of reducing charges so as to encourage smaller groups (less than 30 people) to use the lodges.</p>	RS
<p>Tony was pleased to report that a grant of £5,000 had been secured from the Harris Charity towards work required at both sites to meet statutory responsibilities.</p> <p><b>Fire doors</b> had now been fitted in accordance with the Fire Officer’s recommendations; Kieron agreed to contact the joiner to remedy 3 doors not closing properly at Littledale (and to check the situation in respect of the requirement for intumescent strips).</p> <p>Two quotes had been obtained for replacing the faulty <b>hot water boiler</b> at Littledale and, after discussion it was agreed to proceed with the option to install 2 cylinders, which would provide instantaneous hot water, at a cost of £4,000. This would provide a more resilient solution and would also save on gas.</p>	KR TA
<p>Replacing the <b>cooker</b> at Littledale was acknowledged to be a priority and Mick and Kieron agreed research information in order that Tony could research possibilities with suppliers/fitters (the sourcing of a new cooker was proving to be difficult).</p>	MW KR TA
<p>Regarding the water report for Littledale that had shown too much manganese in the supply, before proceeding further, it was agreed to ask the Council to repeat the tests as this was felt to be a one-off situation caused by unusual climatic conditions.</p>	RS
<p>It was agreed to defer the <b>Electrical Installation Condition Report</b> and PAT testing work until the previous items had been resolved. The request from Epic Outdoors to install a power source in the corner of the main field at Littledale would be picked up at that stage.</p>	
<p>Tony underlined that <b>Building Regulations</b> approval for the SilverHelme toilet block was still outstanding. He agreed to chase up the email correspondence from the City Council to Andrew Kayll in order to progress the matter.</p>	TA

<p><b>5. Making Activities Self-Fund</b></p> <p>Discussion took place on the paper prepared by the ADC Activities. There was agreement on a need for a more rational position to be adopted on activity provision at the sites. Tony agreed to speak to Judith Hunter to look to agree a way forward.</p>	TA
<p><b>6. Stobart Forestry</b></p> <p>Tony outlined a proposal that had been received from Stobart Forestry concerning woodland management at both sites. They had a government grant to bring management back into use. They were offering to prepare a Woodland Management Plan free of charge. It was agreed to ask SF, as an initial step, to undertake a survey, when the Board could then be in a position to consider any proposals.</p>	TA
<p><b>7. Health and Safety:</b></p> <p>No incidents had been reported in the period.</p> <p>Tony was moving ahead with the fire management plan and risk assessments for the sites, which he hoped would be available soon.</p>	TA
<p><b>8. SilverHelme Warden's report</b></p> <p>Some repair work had been undertaken on the surface of the main drive and this was proceeding as and when possible.</p> <p>A user complaint regarding facilities in the Den had been resolved.</p> <p>Kieron passed on a comment from Dorothy concerning what she regarded as poor communication surrounding arrangements for the handover of the Booking Secretary role from her to Stephen.</p> <p>Tony reported that he was still investigating the boundary issue on the ravine side.</p>	
<p><b>9. Littledale Warden's report</b></p> <p>The footpath down to the archery range was now restored and some fencing had been erected. Boards had been put down on those pathways in need of repair and stone was to be put on that week. A local farmer had agreed to move the stone into position, in preference to hiring a machine, and the cost of £50 for doing this was authorised.</p> <p>The 6<sup>th</sup> Penwortham Group had painted the boot room.</p> <p>At Mick's request Tony agreed to let the 23<sup>rd</sup> Lancaster Group know of the Board's dissatisfaction with the unacceptable condition that the camp fire circle had been left in following their visit.</p> <p>Mick queried progress with the 2 local Group's huts on site being tidied up. Tony agreed to contact them to chase matters up.</p> <p>Tony confirmed that Epic Outdoors representatives had stated that they were happy for other users to book facilities on the site that they were not using during their extended visits.</p>	TA TA
<p><b>10. Bookings Secretary's report</b></p> <p>Stephen reported on the current situation concerning bookings. SilverHelme bookings for 2019 were building up nicely but there was a little more slack at Littledale.</p> <p>Since taking over the role he had been working on adapting systems using his computer and moving more away from paper records.</p>	
<p><b>11. Activity Centres' Open Days</b></p> <p>These had been proposed to make local leaders more aware of facilities and opportunities at the sites and to hopefully increase usage. It was agreed to consider this more fully at the next meeting.</p>	ASH

<b>12. Any other business</b> Nil.	
<b>13. Date of next meeting:</b>  Tuesday 8 January 2019, 7.00 pm at District HQ.	