

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 8 January 2019 at District Headquarters.

Present: T Andrews (Act. Chair), M Sweet (DC), A S Hague (Secretary), K Ryan, M Woods.

Apologies: S Rose, R Salisbury

<p>1. Welcome: The Chair extended a welcome to the meeting to Mandy Sweet, the newly appointed District Commissioner.</p>	<p>Action</p>
<p>2. Minutes of the Previous Meeting: The minutes of the meeting held on the 21 November, 2018 were accepted as a correct record.</p>	
<p>3. Matters Arising: a. Payphones: Littledale – line and handset now working ok; no need to purchase replacement handset at present. SilverHelme – a query had been raised as to whether the handset’s battery was causing the fault. Ray Salisbury was following up to clarify. If this proved not to be the case then a new handset should be bought, as previously agreed.</p>	<p>RS</p>
<p>b. Donations via Tina Stott: The proposal to purchase pioneering poles and ropes and some indoor games etc. had been put before the District Executive and accepted. Kieron to identify cost of rope. The DC highlighted that Becky Parker (1st Carnforth) might be able to assist with offering some poles – she would confirm. Additionally, Alan to identify indoor games and costs.</p>	<p>KR MS ASH</p>
<p>c. Charge for using Mortimer Centre: Tony had clarified the position with Craig Dewar-Willox; the Executive had agreed that a charge of £150 pa would be reasonable. Ray Salisbury had stated that he had raised an invoice for this back in 2016 but no response had been received from the Unit. As Howard Greenwood had said at the last Executive Committee meeting that he would speak to Silverhelme ESU’s leader concerning this his feedback would be awaited.</p>	
<p>d. Making Activities Self-Fund: e. Stobart Forestry: Tony indicated that these items were on his ‘to-do’ list.</p>	<p>TA</p>
<p>4. Finance Report: Ray Salisbury’s report was received as follows: The CAF Bank account balance at the close of business on 31st December 2018 had been £21,734. In addition, there was £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £36,734.</p>	

<p>As at 31 December the “ordinary” income for Littledale amounted to £31,416, with “ordinary” expenditure of £15,760. At the same date, Silverhelme’s income had been £20,674 and expenditure £13,062.</p> <p>During the year £12,720 had been spent on the purchase of 2 new tractor/mowers. Employers Liability Insurance for both sites has been renewed at a cost of £175.84. Initial work on the Final Accounts indicated that there was a healthy surplus in 2018. However, the final figures could not be determined until the shop stocks and cash “in hand” for both sites became available.</p> <p>Both sites now have a TV Licence which would be paid by Direct Debit on 23rd January 2019 and last until 31st December 2019. The total cost is £150.50 per site.</p>	
<p>5. Activity Centres’ Open Days It was agreed that holding ‘open days’ at both sites would be helpful in promoting facilities and opportunities particularly for new leaders. It was suggested that Groups/Units might be approached to perhaps put on some activities on the sites for the days in question. Chair in conjunction with the wardens would liaise with the Booking Secretary to identify suitable available dates - preferably in the Spring.</p>	<p>KR, MW, SR</p>
<p>6. Health & Safety:</p> <p>a. Fire Warden’s Instructions for Users of Lonsdale Activity Centres Indoor Accommodation Tony indicated that this document that he had prepared had arisen from the Fire Officer’s report, which had recommended that ‘Training for Leaders’ should be instituted. In discussion it was highlighted that both sites should have a list of emergency telephone numbers clearly displayed on site; this might suitably be located in the phone boxes or perhaps attached to the lodges’ key rings on a fob. Alan raised the question of how the alarm should be raised by the Fire Warden (if the alarm had not been raised by the installed detection system). As well as by voice, at Littledale this should be specified as by ringing the manual bell. Discussion took place on specifying assembly points; the car parks at both sites were proposed. The document was otherwise agreed.</p> <p>b. Risk Assessment - Littledale Activity Centre c. Risk Assessment - SilverHelme Activity Centre These documents were approved for issue. These would now be added to the District’s web site booking page with a tick box for the person booking to acknowledge, without which the booking process would not proceed.</p> <p>d. Lonsdale Activity Centres Health and Safety Policy Statement This document was approved by the Board.</p>	<p>KR, MW</p> <p>TA</p> <p>TA, ASH</p>
<p>7. Littledale Warden’s report The joiner had not yet been back to the ill-fitting newly installed fire doors. He would be reminded via Kieron. It was agreed to proceed with the purchase of a new cooker for the lodge as detailed in the literature obtained by Tony. Alan would chase the requested quote from a local fitter regarding its installation. It was noted that any new installation should require the cooker’s operation to be linked directly to the extract system. The assistance of the warden/site volunteers to remove the existing oven (through the kitchen hatch) and transfer the new oven, when delivered, would be essential in installing the new cooker.</p>	<p>KR</p> <p>TA ASH</p>

<p>Tony outlined details of some additional expenditure (approx. £1k) that would be incurred with the replacement boiler system owing to unforeseen reasons that he explained. Mick outlined work that had been carried out to trees on site as a project by students from Myerscough College (free of charge) under the supervision of our tree surgeon. Tony reported that he had spoken to the respective Groups concerned about tidying up their huts on site; these discussions were continuing. Also, he had reported the Board's displeasure at the state that the camp fire circle was left in by 23rd Lancaster to their former GSL.</p>	
<p>8. SilverHelme Warden's report</p> <p>Discussion took place on the complaint and claim for compensation received from the 1st Whiston Group concerning damage to a vehicle tyre, which was allegedly caused when the vehicle was manoeuvring before being returned to the car park after unloading at the lodge. The ACMB Treasurer had written to the claimant to obtain further information. It was agreed to await the claimant's response before considering the matter further. Kieron reported that work was proceeding as and when weather permitted on repairs to the main drive. The lodge was to be closed to bookings for a short period to enable floor repairs to be made in a bedroom. Other maintenance items were detailed.</p> <p>Tony outlined that building regulations had still not been signed off by the local Council on the toilet block. In his view this was really a matter between the builder and the Council. He would write to the builder once more to ascertain what he had done to respond to Building Control.</p>	<p>TA</p>
<p>9. Bookings Secretary's report</p> <p>Tony reported that he had received details from Stephen on bookings in 2018. It was proposed to analyse these to ascertain inter alia local Groups' usage of the sites and this would be tied in with the questionnaire, devised by the AC Review Group, that would be being sent to Groups about their overall views on the two centres. Regarding a recent late cancelled booking on behalf of Lonsdale Explorers for SilverHelme the DC outlined the background to the situation. All things considered it was agreed that the late cancellation fee needed to be paid. Kieron highlighted problems that had been caused by his not being notified of the cancellation. An offer from the Westgate Group to paint the Den was gratefully accepted. Any associated camping fee would be waived.</p>	<p>TA</p> <p>SR</p>
<p>10. Any other business</p> <p>A proposal from the DC to perhaps hold 'Environment Weekends' at the sites on the lines of those organised by West Lancs was welcomed. Tony suggested that this could be facilitated by the Wardens identifying lists of suitable projects. A proposal from the ADC Activities to set up a crate-stacking activity was discussed. The DC agreed to contact her regarding issues raised.</p>	<p>KR, MW MS</p>
<p>11. Date of next meeting:</p> <p>Tuesday 5 March 2019, 7.00 pm at District HQ.</p>	