

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 9 July 2019 at Littledale Scout Activity Centre.

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

Apologies: B Parker, M Sweet (DC).

	Action
<p>1. Minutes of the Previous Meeting: The minutes of the meeting held on the 7 May 2019 were taken as read.</p>	
<p>2. Matters Arising: Kieron reported that the faulty taps at SilverHelme were not under warranty but had now been changed.</p>	
<p>3. Treasurer's Report: Ray Salisbury reported as follows: The CAF Bank account balance on 9th July 2019 was £22,587 In addition, there was £15,000 deposited with the Skipton Building Society. This was immediately available. Total funds = £37,587. Normal income to date amounted to £14,582, and normal expenditure amounted to £17,910. "Normal" income excluded donations and the rent for the mast at SilverHelme. "Normal" expenditure excluded expenditure deemed to be Capital. Littledale had two big bookings for which payments were yet to come. (Last year these gave an income of £11,425.20).</p> <p>The Activity Centres budget for the coming year was due. In former years the process had been built around the expected inflation rate, plus any anticipated increase in normal expenditure. From this figure it had been assumed that bookings would be the same as in the former year and the booking rates had been adjusted to cover any forecast increase in expenditure.</p> <p>Regarding the ACMB budget Tony Andrews indicated that this needed to be ready to be submitted to the District Executive Committee meeting on 26 November (having first been considered by the Finance sub-Committee).</p> <p>A possible change in the charging policy for the lodges had been mentioned (presently calculated on a per night basis) to a per 24 hours basis. The implications of this were again discussed but it was agreed that this be held in abeyance for the time being. Similarly, there was again discussion on possibly making some adjustment to lodge fees in respect of smaller groups and identifying some method to advertise last-minute availability of facilities but again no decision was taken at this time.</p>	<p>RS/SM</p>

<p>The Chair suggested that the Board should also give consideration to developing a fund-raising strategy. There was general agreement that more success would be achieved by identifying specific projects against which to focus bids.</p> <p>A bill to replace faulty taps in Mortimer Lodge in the sum of £546 was presented and approved.</p>	<p>All</p>
<p>4. Health & Safety:</p> <p>Tony Andrews updated members on outstanding issues. One aspect not yet considered was in relation to legionella. Another area not previously included in documentation were safety considerations inside the lodges e.g. on cooking. It was considered that a separate risk assessment, for the lodges, was not necessary. The current ones would be reviewed to strengthen this element of the risk assessments and also to include that for legionella.</p> <p>With regard to the H&S notices recently fixed in the lodges Kieron queried whether these also required to be displayed outside. In view of the fact that anyone booking had to acknowledge having read the statements as part of the online booking process it was felt that this was sufficient.</p> <p>Concerning the proposed Environment Weekends, the DC had suggested a first date of 4/6 October at Littledale. She had suggested that a list of possible jobs be drawn up for volunteers to tackle. Chris Stephenson agreed to discuss possibilities with Explorer colleagues particularly regarding a suggestion to make the path to the top field safer for users in wet weather.</p>	<p>TA</p> <p>MW/CS</p>
<p>5. Operating Committee report:</p> <p>Chris Stephenson reported that owing to other commitments he had still to arrange the committee's first meeting.</p> <p>Tony Andrews briefed the meeting on work ongoing to bring electrical supplies and systems up to safety standard. Quotations totalling £3157.20 had been received from M J Catterall Ltd for remedial works required at both sites.</p> <p>It was agreed to accept the quotations and for the remedial work to proceed. Discussion took place regarding the extent of excessive earth loop impedance identified in the inspections and this would be queried with the contractor, to discover what remedial work is needed.</p>	<p>TA</p>
<p>6. District Strategy 2023:</p> <p>Following meetings in the District, the District Strategy 2023 was now in final form and released at the recent District AGM. One section or 'Pillar' of this related to 'Places' and the ACMB had been requested to submit a list of goals against a timescale, with actions. The Chair requested members to consider, for the next meeting, what they might want to be included, covering a 5-year period, with one-year actions that could be measured against.</p> <p>He also identified the need to develop an Activity Centres Strategy and also to generate promotional material for key stakeholders. - for future meetings.</p>	<p>All</p>
<p>7. Marketing:</p> <p>Marketing of the Centres was also of crucial importance and in this connection renewal of membership of the Association of Scout & Guide Campsites was</p>	

<p>suggested and would be looked into. Tony Andrews' recent letter to schools operating the D of E Award, to raise awareness of our facilities, also had the potential to increase take up. There was no identifiable system at present to garner customer feedback and Tony advised that this was an element that it was proposed to include in the new booking system being devised with Darren Phillips (our resident computer software expert).</p> <p>Howard Greenwood agreed to ascertain if any members would be interested in putting together a promotional video, suggested by Chris Stephenson, that might be placed on social media.</p>	<p>HG</p>
<p>8. Projects:</p> <p>SilverHelme Toilet block: Howard Greenwood summarised his investigations regarding Building Control queries. The builder was still not providing any information. Most questions raised could now be answered either from the results of his inspection or photos taken during the build and more recently. The concerns regarding the water storage tanks in the roof space might now be allayed as these were now confirmed as relatively small in size, linked together and well supported. It was noted that Dave Squirrel (DesComm), who had professional experience in this area had queried why we had asked for Building Control in the first place as it was in his view unnecessary.</p> <p>Following discussion, it was agreed that Howard should send the information requested, such as we now had it, to the Council explaining that the builder had not replied to requests for this information, despite numerous approaches, and that the ACMB had undergone significant changes in membership etc. and to see how they wished to proceed.</p> <p>Water Quality at Littledale: Howard Greenwood reported that he had inspected the treatment plant and prepared a schematic drawing of how he thought that this functioned – no drawings could be found of the original installation. He was yet to carry out a survey of the wider water system on site. His intention would be to bring a test kit onto site to check all. The latest test readings had shown that uv filtering for E. coli was working satisfactorily, iron was well within acceptable limits but manganese for some reason was 'sky high' (20x limit). The filtering system installed by Cumbria Water Systems had filters with a 5-year lifespan. Enquiries regarding the filtering problem to an alternative supplier had suggested the installation of replacement equipment costing £10k+. He was surprised by their recommendation. Howard's suggestion was that the reverse osmosis filters, costing perhaps a few hundred pounds, should be replaced first to see if this remedied the problem. This recommendation was agreed.</p> <p>In the meantime, he would chase the original fitter for any more information and speak to the previous site warden who was present at the time of installation. It was intimated that the previous warden (Kevin Greene) might be source of information in relation to the wider issues connected with the water supply.</p> <p>Online Booking System; Tony Andrews brought members up to date with developments. He explained why the 'Campman' booking system used at some of the larger sites would not be</p>	<p>HG</p> <p>HG</p>

<p>suitable for Lonsdale’s use in terms of its complexity. In association with Darren Phillips they were looking to develop a bespoke online system that would automatically populate a database and generate confirmatory emails and perhaps customer feedback requests. This would provide management information and data that was difficult to access at the moment. It had also been proposed that the Activity Centres should beneficially have their own dedicated website separate, but linked, from the main Lonsdale site. This work was progressing.</p> <p>Regarding the Booking Secretary vacancy there had been one expression of interest but the individual had subsequently withdrawn. Members were requested to push this.</p>	All
<p>9. Any Other Business:</p> <p>Activity Request:</p> <p>Stephen Rose enquired about the current position on crate stacking, which had been asked for by campers. Tony Andrews suggested that there was a need to look at the whole process of activities that might be offered in conjunction with the ADC (Activities) in order to build a robust system that could be provided. In particular, it was essential that if we are to offer activities and provide instructors (rather than being provided by the user group) then we have to be certain that there is a pool of instructors available to meet such requirements (and suitable procedures in place). This would be for another time. For now, crate stacking was not on offer.</p> <p>Open Days:</p> <p>Kieron raised an issue concerning lack of communication surrounding the open day at SilverHelme that had caused some inconvenience. There was an acknowledgement of a need for improved communication in the future.</p> <p>He also highlighted the need to find relief wardens for periods when he would be unavailable. An offer was made at the meeting to cover his upcoming holiday absence.</p> <p>Another problem had arisen with cars associated with larger bookings blocking access to site. It was agreed that this would be the responsibility of the leader in charge of the larger group to manage and resolve.</p>	
<p>10. Dates of future meetings:</p> <p>Future meetings of the ACMB were proposed as follows: 2019: 4 September (at SilverHelme); 13 November (DHQ). 2020: 8 January; 4 March; 6 May. All at DHQ.</p>	