

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 5 March 2019 at District Headquarters.**

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

<p><b>1. Chair:</b> In the unavoidable absence of the Chair Elect, Tony Andrews took the chair.</p>	<p><b>Action</b></p>
<p><b>2. Minutes of the Previous Meeting:</b> The minutes of the meeting held on the 8 January, 2019 were accepted as a correct record.</p>	
<p><b>3. Matters Arising:</b></p> <p>a. Payphones: Littledale – line and handset now working ok; SilverHelme –. Ray Salisbury was pursuing options for a replacement handset through BT. An approved contractor could provide a set at £37 per qtr or £58 on a 5-year fixed contract. As these prices seemed illogical, he would discuss further to clarify. Alan queried whether the original intention had been to discontinue the BT payphone contract with a view to buying a set outright in order to reduce the disproportionate rental cost. Tony requested that the matter be resolved by 1 April. Commenting on the deteriorating condition of the phone box at Littledale Ray also advised that the approved contractor could supply spare parts. This was noted.</p>	<p><b>RS</b></p>
<p>b. Donations via Tina Stott: Alan had circulated a list of possible purchases of 'indoor' games etc that might be provided from the donation. This was noted, and he agreed to speak to Kieran to progress the matter.</p>	<p><b>ASH</b></p>
<p>c. Charge for using Mortimer Centre: Ray agreed to confirm that a bill had been sent to Silverhelme Explorers for the amount agreed. Ray confirmed that the late cancelation booking fee on behalf of the Lonsdale Explorers camp had been paid.</p>	<p><b>RS</b></p>
<p>d. Making Activities Self-Fund: Discussion took place on the proposal to make a higher charge to users where they used Lonsdale instructors. It was agreed that the charge to users providing their own instructor should be £20 for a maximum 3-hour period and £30 when using Lonsdale instructors (same period).</p> <p>e. Stobart Forestry Woodland Management Proposal: Following recent discussions, it had been agreed to accept the offer of a free survey of the sites with no commitment to further work</p>	

<p><b>4. Finance Report:</b></p> <p>Ray Salisbury's report was received as follows:</p> <p>The CAF Bank account balance at the close of business on 28th February 2019 had been £15,485. In addition, there was £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £30,485.</p> <p>The District Accounts for 2018 were now almost ready to be submitted to the "auditors".</p> <p>The Activity Centres' element showed that receipts amounted to £51,354 and payments were £44,084. The receipts excluded the rental for the radio mast at SilverHelme (£7,123) but the payments did include the capital spend (£15,119). So far this year we have had both sites' gas installation serviced and have received satisfactory Safety Certificates.</p> <p>Also, the water heating system at Littledale has been enhanced to provide a more reliable performance. The very old cooker has been replaced. The cost of these enhancements is £6,917.</p> <p>It was noted that the cost of the recent work at Littledale to replace the cooker and water/ central heating boilers would be met from grants obtained from the Harris Charity and the E&amp;R Wilson Charitable Fund. Letters of thanks had been sent to both by the Secretary.</p> <p>In terms of work outstanding Tony highlighted that required to complete the Fire Officer's recommendations and the PAT testing and EICR inspections at both sites.</p>	
<p><b>5. Activity Centres' Open Days</b></p> <p>It was agreed to hold Open Days at Littledale on 1 June and SilverHelme on 2 June 2019.</p> <p>The DC agreed to contact her ADC Activities to see what activities might be provided.</p> <p>Light refreshments would be offered.</p> <p>Tony agreed to write a letter of invite to schools and Dof E Providers; Lonsdale's leaders would be informed through the established channels.</p> <p>Alan agreed to place an appropriate post on the District website.</p>	<p>DC</p> <p>TA</p> <p>ASH</p>
<p><b>6. Health &amp; Safety:</b></p> <p>Tony advised that the Booking Policy, Activity Centres H&amp;S Statement and the sites Risk Assessments had been approved by the Executive. The former had now been included on the booking pages for the sites where anyone booking was required to indicate having read them, without which a booking could not proceed. The site Risk Assessments were also available to view there. A disclaimer had also now been included as follows: "Lonsdale District Scout Council does not accept any liability for damage to, or loss of, personal property brought onto its Activity Centres."</p> <p>Tony would provide the Wardens with copies of all the documents to display on site. He had also produced a notice to place alongside the cooker at Littledale regarding safe working procedures.</p> <p>After discussion it was agreed that Carbon Monoxide detectors and powered torches be purchased for the Wardens' accommodation.</p>	<p>TA</p> <p>???</p>

<p>Tony handed Mick a list of additional work needed at Littledale following the Fire Officer's inspection.</p> <p>Tony advised that the Fire Risk Assessment for Littledale was now nearly completed. That for SilverHelme was still to do.</p>	<p>MW</p> <p>TA</p>
<p><b>7. Littledale Warden's report</b></p> <p>A Beaver Playground project was in hand through the auspices of a volunteer. Work to the footpath to the archery range was ongoing.</p> <p>The state of the lodge mattresses would be inspected to see if any needed replacement.</p>	<p>TA/ASH</p>
<p><b>8. SilverHelme Warden's report</b></p> <p>Nothing further had been heard from the complainant from the 1<sup>st</sup> Whiston Group regarding his claim for compensation concerning damage to a vehicle tyre. The ACMB Treasurer had written to the claimant to obtain further information. In the circumstances it was agreed that the matter be left in abeyance.</p> <p>Kieron reported that further work had been done as and when weather permitted on repairs to the main drive. Floor repairs had been carried out in a bedroom.</p> <p>There had been 2 incidents in the lodge, one reported as an accident and the other as just an incident. Details were outlined.</p> <p>Seven trees had been lost during recent windy weather.</p> <p>The boundary fence along the public footpath on the northern edge of the site and the gate into the site are both in a poor state of repair. These would need to be replaced/repaired. The cost would come from the maintenance budget.</p> <p>Tony outlined that building regulations had still not been signed off by the local Council on the toilet block. This was really a matter between the builder and the Council. He had written to the builder to ascertain what he had done to respond to Building Control but had received no reply.</p>	
<p><b>9. Bookings Secretary's report</b></p> <p>Stephen reported that bookings were progressing well at both sites. Epic Outdoors had signalled an intention to come to Littledale again in 2019.</p> <p>Discussion took place on the situation were some Groups coming for the weekend, to save money, were only booking 1 night in the lodge and camping on the Friday. It was agreed to recommend to the Executive that lodge charges should be made per 24 hours or per day rather than per night to address this anomaly.</p>	<p>TA</p>
<p><b>10. Any other business</b></p> <p>The DC reported that the Adult Support Team via Jon Minshull and the newly established Explorer Unit in Caton had both expressed a desire to undertake work on the sites.</p> <p>She requested that the Wardens draw up a list of possible jobs that volunteers might usefully do, under supervision where necessary, to encourage ownership of the sites and to provide opportunities for young people and volunteers to make a positive contribution.</p>	<p>KR, MW</p>
<p><b>11. Date of next meeting:</b></p> <p>Tuesday 7 May 2019, 7.00 pm at District HQ.</p>	

