

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 7 May 2019 at District Headquarters.**

**Present:** C Dewar-Willox (Chair), A S Hague (Secretary), R Salisbury (Treasurer), S Rose, K Ryan, M Woods.

**Ex Officio:** T Andrews (District Chair), M Sweet (DC)

**In attendance:** T Bond, H Greenwood, S Mather, P Sargent

**Apologies:** C Graham, C Stephenson.

| <b>1. Minutes of the Previous Meeting:</b>   | <b>Action</b> |
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| <p>The minutes of the meeting held on the 5 March, 2019 were taken as read.</p>  |               |
| <p><b>2. Introduction</b></p> <p>The Chair outlined that the main purpose of this meeting was to present proposals for revised management and operational arrangements for the Activity Centres. As such, a number of interested individuals had been invited to be present. Introductions were made.</p> <p>By way of background the Chair stated that the strategic review commissioned by the District Executive Committee had highlighted and brought forward a significant number of issues concerning the existing management arrangements particularly in the areas of finance, health &amp; safety, risk management, marketing etc. and where procedures were either lacking or not up to a standard required in 2019. The world around modern activity centres had changed and we needed to reflect this.</p> <p>What was being proposed was the establishment of two groups, splitting the management function from the operational one.</p> <p>The <b>Operating Group</b> would be a small body comprising a Chairperson, the Wardens, an Activities representative, the Booking Secretary and 2 user representatives – one for Littledale and one for SilverHelme.</p> <p>The <b>Management Board's</b> (a sub-committee of the Executive) purpose, would be to ensure the safe operation, upkeep, maintenance and improvement of the sites. Also, looking at developing a strategy for grants and fundraising, overseeing health &amp; safety, marketing, and legislation.</p> <p>Membership of the Board would be: Chair, Treasurer, Secretary, Chair of the Operating Group, Health &amp; Safety adviser, grants adviser, marketing adviser and one further trustee appointed by the District Executive Committee.</p> <p>Commenting on the above the District Chair stated that not enough attention had been paid in the recent past to the management functions because members had often been embroiled in operational matters.</p> <p>The Chair highlighted his perception of an appetite within the District to continue with two activity centres.</p> |               |

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| <p>Kieron said it was good to hear the statement from the Chair that the Wardens were highly valued.</p> <p>Referring to the cost over-run of the toilet block at SilverHelme, Ray stated that there had never been a cost of £60k in the frame, the figure had been £80-90k. The Chair disputed this and stated that the ACMB hadn't presented the Executive with a realistic figure. Further discussion followed.</p> <p>In terms of appointments to the revamped committees the Chair stated that the proposal was for <b>Steve Mather</b> to be Chair of the ACMB and <b>Chris Stephenson</b> to be Chair of the Operating Group. Both had indicated a willingness to serve. The appointments would need to be ratified/approved by the District Executive Committee.</p> <p>The District Chair reported that he had prepared draft Terms of Reference for the Board and the Group. He would be discussing these with certain members prior to submitting them to the District Executive for approval.</p>   | <b>TA</b> |
| <p><b>3. SilverHelme Warden's report</b><br/> Kieron reported as follows:<br/> Tap problems in the toilets had caused flooding. Taps are under warranty and replacement would be pursued.<br/> The step into the boys' toilet was too high – Mrs Ryan had fallen there recently. Options to be looked at.<br/> Electrical fault into The Den – supply disconnected pending attention by electrician.<br/> The main drive has been concreted, will culvert once flow established.<br/> The tractor/mower is broken – supplier coming to fix.<br/> The chestnut fence along the public footpath on the northern boundary is being replaced.<br/> The payphone has been replaced.</p>   | <b>KR</b> |
| <p><b>4. Littledale Warden's report</b><br/> Mick reported as follows:<br/> The tractor/mower has gone for a service.<br/> Currently dealing with mole problem.<br/> Wardens' Hut floor had collapsed – now replaced.<br/> Push taps are proving problematical – reverting to turn taps.<br/> Boys urinals repaired – more maintenance to do there.<br/> The Beaver Playground project was in hand through the auspices of a volunteer.<br/> Progress queried on the electrical point proposed to be installed in the main field: electricians are attending shortly for EICR check will ask them to provide a quotation.<br/> The old tree by the main field/drive will need felling.</p> <p><b>Water filtration</b> – Ray reported:<br/> As a result of meetings with the Contaminated Land Officer with Lancaster City Council the following issues had been discussed.</p> <ol style="list-style-type: none"> <li>a. It would make future inspections easier if there was a schematic of the filtration system available in the "Pump Room".</li> <li>b. It is recommended that we hold a supply of bottled water in case the water supply failed.</li> <li>c. The lid to the well was lifted with difficulty. It would help if there are manhole cover keys available.</li> </ol> |           |

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| <p>d. After lifting the cover there was water in the access chamber. The CLO suggested that if a hole was made in one corner of the chamber this would allow the water to drain away.</p> <p>e. I noticed that there was a piece of very rusty iron (or steel) preventing the rope from going down the well. Is this a possible source of the elevated iron content in the water supply?</p> <p>f. It was recommended that a cap be fitted to the blue pipe in the access chamber to prevent contamination of the well. The design of the cap was discussed by the CLO and the Aqua Engineering Maintenance Engineer. I instructed Aqua Engineering to fit a cap.</p> <p>Howard expressed a wish to see the installation in order to clarify a number of issues raised. It was agreed to ask him to deal with the matter and for this to be referred to the Operating Group thereafter to resolve.</p>   | <p><b>HG</b></p>                                    |
| <p><b>5. Treasurer's Report:</b></p> <p>Ray Salisbury reported as follows:<br/> The CAF Bank account balance at the close of business on 2<sup>nd</sup> May 2019 was £27,984. In addition, there is £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £42,984.</p> <p>SilverHelme's new payphone was installed on 17<sup>th</sup> April 2019; This is on a 3-year contract from BT.</p> <p>A grant of £5,000 has been received from the Harris Trust in April to defray the cost of enhancing the hot water system at Littledale. A grant of £2,000 was also obtained from the Elizabeth &amp; Richard Wilson Charitable Fund; this was used to help fund the replacement cooker at Littledale</p> <p>The donation of £550 from the NFU Ladies in July 2018 has been spent on activity materials for use at SilverHelme (as directed).</p> <p>The water filtration system at Littledale has been serviced by Aqua Engineering on Wednesday, 24<sup>th</sup> April at a cost of £720.</p> <p>Income to date (without the grants) amounts to £17,363, and normal expenditure amounts to £10,600.</p> |   |
| <p><b>6. Bookings Secretary's report</b></p> <p>Stephen reported that bookings were progressing well at both sites. A dispute with a particular Lonsdale Group concerning a booking had been resolved.</p> <p>The Chair stated that a bookings comparison year to year would be useful planning information for the Board.</p> <p>Regarding a sporadic problem with bookings made through the website system this was being investigated by the webmaster. The District Chair highlighted the use of the 'CampMan' booking system by Bibbys Farm stating that this would probably be too complex (sophisticated) for Lonsdale's requirements. However, it was noted that Fylde District were using this and perhaps the system might be streamlined for our use. This would be looked at.</p>  | <p><b>SR</b></p> <p><b>ASH</b></p> <p><b>TA</b></p> |

