

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 13 November 2019 at District Headquarters.**

**Present:** S Mather (Chair), A S Hague (Secretary), R Salisbury (Treasurer), T Andrews (District Chair), H Greenwood, C Stephenson.

**Apologies:** K. Ryan, S. Stephenson (Intm. Booking Secretary), M Sweet (DC), M Woods.

<b>1. Minutes of the Previous Meeting:</b>	<b>Action</b>															
The minutes of the meeting held on the 4 September 2019 were taken as read.																
<b>2. Matters Arising:</b> All covered on the agenda.																
<b>3. Correspondence:</b> Nil.																
<p><b>4. Treasurer's Report:</b></p> <p>Ray Salisbury reported as follows: The CAF Bank account balance at the close of business on 8th November 2019 had been £36,587.44. In addition, there was £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £51,587.44. At the Finance sub-Committee on 31st October it had been agreed that £10,000 be transferred from the CAF Bank account to the District's Skipton Building Society's account. The draft budget for 2020 had been agreed and would now go to the District Executive for approval. When this happened, the new charges will need to be displayed on the District Website and new bookings charged at these rates from a suggested date of 1st December 2019. Normal income to date amounted to £39,096.88 (amended post meeting to £39,496.88) and normal expenditure amounted to £29,052.71. The normal income to date is -</p> <table style="margin-left: 20px;"> <tr> <td>Littledale</td> <td>£22,874.98</td> <td></td> </tr> <tr> <td>Silverhelme</td> <td>£16,173.75</td> <td></td> </tr> <tr> <td>Unallocated</td> <td>£448.15</td> <td>Total = £39,496.88</td> </tr> </table> <p>The normal expenditure to date is -</p> <table style="margin-left: 20px;"> <tr> <td>Littledale</td> <td>£14,897.69</td> <td></td> </tr> <tr> <td>Silverhelme</td> <td>£14,155.02</td> <td>Total = £29,052.71</td> </tr> </table> <p>Littledale had received payments from Ripley Academy (£6,336.00) and Epic Outdoors (£9,209.55). So far this year total capital expenditure was £10,065.89, all of it at Littledale.</p>	Littledale	£22,874.98		Silverhelme	£16,173.75		Unallocated	£448.15	Total = £39,496.88	Littledale	£14,897.69		Silverhelme	£14,155.02	Total = £29,052.71	
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<p>In the next 2 months the major items of expenditure were expected to be –Wages (£2,000) and Fuel (£1,500) – a total of £3,500.</p> <p>We had recently paid the property Insurance for both sites (£2,268.27). In the next 2 months we would also be paying mower insurance and Employers Liability Insurance for both sites. In 2018 these were £291.20 and £176.84 respectively.</p> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>i. Littledale Toilet Block – identified as needing upgrading. Materials only estimate £2,400. LED lighting - on sensors; hand dryers to replace paper towels (possibility of leasing to be investigated by ACOG). Estimate £8,000 in total. This figure will be included in the 2020 budget.</li> <li>ii. SilverHelme entrance driveway – any further work, agreed from maintenance budget. Tony agreed to circulate the Limestone Preservation Order for SilverHelme for information.</li> <li>iii. Toilet building for Melling Meadow (S) – a longer term project. Require a plan and costings.</li> </ul>	<p>CS</p> <p>TA</p> <p>CS</p>
<p><b>5. Health &amp; Safety:</b></p> <p>The accident form relating to a member of his Group at a recent camp would be submitted by Howard shortly.</p> <p>The Secretary reported receipt of an accident record for an incident at SilverHelme, in the Den, on 13 October 2019 involving a Scout from 5th Lancaster where the person concerned had hit their head on the light over a bunk whilst playing. Injuries suffered were a minor cut to the head and a slight headache. The Warden had indicated that the light was subsequently in the process of being changed.</p> <p>The importance of site users reporting any incidents and accidents or ‘near misses’ was again stressed by the Chair. Tony said that he would investigate a possible reporting form for ‘near misses’ – Steve indicated that he had some specimens that he would send to Tony.</p> <p>Tony reported that he was proposing issuing an amended Risk Assessment for the sites to include site equipment, electrical &amp; gas installations, accident &amp; injuries involving persons on site and lone working. A draft would be circulated in due course.</p>	<p>HG</p> <p>TA</p> <p>SM</p> <p>TA</p>
<p><b>6. Operating Committee report:</b></p> <p>Chris Stephenson reported as follows:</p> <p>Wardens need to be informed of any work being carried out on their sites. Agreed. Meetings need to be held with 13th Lancaster to evaluate their proposed development plans for their hut at Littledale and with 23rd Lancaster for similar. Steve agreed to arrange meeting with both parties.</p> <p>Positive feedback from all parties on the <b>District Environment Weekend</b> held at Littledale. Mick reported a good standard of work. Proposing to repeat the event again – next time at SilverHelme.</p> <p>Still looking to find some deputy wardens for SilverHelme.</p> <p><b>Booking Secretary</b> reporting some problems with website bookings not coming through. Hopefully the new booking system in train should remedy this. Suggesting a need for a more formal invoice to include terms &amp; conditions. Tony agreed to review this.</p> <p>Local Groups are not always letting the wardens know if they are not going to be turning up for bookings made. Suggested that an item be placed in the District E-news to remind them to do this.</p>	<p>SM</p> <p>TA</p> <p>DC</p>



<p>In view of the circumstances, under District Chair’s action, Tony Andrews approved the decision to proceed as noted above. He would report accordingly to the next District Executive meeting.</p> <p><b>Online Booking System;</b>  Tony Andrews reported that he had met with Darren Phillips and the project was progressing favourably. Under the new on line system the customer experience would be improved and it would include an automatic feedback form and payment and booking reminders. He would be meeting Darren again shortly to hopefully finalise matters.  Chris Stephenson highlighted the need for user training.</p>	<b>TA</b>
<p><b>10. Any Other Business:</b></p> <p><b>Stobart Forestry:</b>  The report offered by Stobart on woodlands management on our sites had been discussed in previous meetings. This would be free to us, the initiative being government funded. It was agreed that woodland management was important to us and it was therefore agreed to request Stobart to proceed.  Ray Salisbury also reported on a tree planting initiative from the Council. He had an email contact address if required.</p>	<b>TA</b>
<p><b>11. Date of next meeting:</b></p> <p>8 January 2020 at District Headquarters at 7 pm.</p>	