

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 4 September 2019 at SilverHelme Scout Activity Centre.**

**Present:** S Mather (Chair), A S Hague (Secretary), R Salisbury (Treasurer), M Sweet (DC), H Greenwood, B Parker, K Ryan, C Stephenson.

**Apologies:** T Andrews (District Chair), M Woods.

<p><b>1. Minutes of the Previous Meeting:</b> The minutes of the meeting held on the 9 July 2019 were taken as read.</p>	<p><b>Action</b></p>
<p><b>2. Matters Arising:</b> Kieron reported that the copies of the Health &amp; Safety and Risk Assessment documents that needed to be displayed on site would be fixed shortly.</p>	<p><b>KR</b></p>
<p><b>3. Correspondence:</b> Nil.</p>	
<p><b>4. Treasurer's Report:</b> Ray Salisbury reported as follows: The CAF Bank account balance at the close of business on 30th August 2019 was £29,636.13. In addition, there was £15,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £44,636.13.</p> <p>Littledale's normal expenditure and income were £11,033.41 and £12,782.44, respectively. SilverHelme's normal expenditure and income are £9,533.14 and £12,040.60, respectively.</p> <p>There are a few "unallocated" receipts held in the accounts. These amount to £175.35. Littledale has received payments from Ripley Academy amounting to £6,336.00. A sizeable payment is now due from Epic Outdoors (last year = £7335.20, this year invoiced = £9,209.55)).</p> <p>So far this year total capital expenditure had been £10,065.89, all of it at Littledale. This had been defrayed by donations of £5,000 (Harris Trust) and £2,000 (The Elizabeth &amp; Richard Wilson Charitable Fund).</p> <p>Non-normal income received to date amounted to £14,122.92. This included the SilverHelme mast rent (£7,122.92) plus donations from the Harris Trust (£5,000) and The E &amp; R Wilson Charitable Trust (£2,000).</p> <p>Non-normal expenditure = £540.00, this is a payment to Scout Association Trust Corporation.</p> <p><b>Budget and Rate Setting process:</b> The Activity Centres' Budget report for 2019 and draft budget 2020 and proposed charges for 2020 were tabled for discussion.</p>	

<p>The budget for 2020, details of which were outlined by the Treasurer, was agreed for recommendation to the Executive Committee with one variation. It was agreed to increase the housekeepers' honorarium from £750 to £1000 (payment is for 6 months, payable on the first of June and December).</p> <p>It was noted that no payment had yet been made to B4RN for the wi-fi connection at SilverHelme – this would be £360.</p> <p>No allowance had been made at this stage in the process for capital schemes. The Operating Group had been delegated to lead on ascertaining any projects.</p> <p>The proposed camping charges for 2020, as per the list attached to these minutes, were agreed with one exception. After discussion it was agreed to recommend to the Executive Committee to leave the camping fee at both sites at the 2019 rate to see if this stimulated Scout Groups outside Lonsdale to use our sites.</p> <p><b>Fundraising Strategy:</b></p> <p>There was general agreement that the most success would be achieved by firstly identifying specific projects against which to seek funding. The Operating Group would be looking to draw up a list of priorities.</p> <p>It was also noted that in some cases companies had been willing to provide furniture, fittings and equipment.</p>	<p>CS</p> <p>CS</p>
<p><b>5. Health &amp; Safety:</b></p> <p>Tony Andrews was leading on this but as he was away a report would be given at the next meeting.</p> <p>The importance of site users reporting any incidents and accidents or 'near misses' was again stressed by the Chair. Howard gave details of an accident involving a member of his Group at a recent camp, which he would be submitting an accident form for. No other incidents had been reported.</p> <p><b>Management Systems:</b></p> <p>The Chair highlighted that we should be looking to work toward a standard on both sites.</p> <p>Feedback forms from users would be integral to this.</p>	<p>HG</p>
<p><b>6. Operating Committee report:</b></p> <p>Chris Stephenson reported that the Group had recently held its first meeting. Matters raised included a view that members had 'no input into budgeting'.</p> <p>A deputy warden was needed and support for Kieron.</p> <p>A vision needed to be made clear for the sites.</p> <p>There was a need to involve local members more in their sites by way of Service Teams/opportunities etc.</p> <p>Suggestions for capital projects had been work to upgrade the Littledale toilet block, repairs to Mortimer Centre and cladding for The Den. After discussion it was agreed that the Group should look to draw up plans and costed proposals for such and report to a future Board meeting.</p> <p>With regard to the Booking Secretary vacancy Chris reported that two applicants had come forward; one had subsequently dropped out and it was felt that the other did not have the necessary range of skills to fulfil the role. In the circumstances his wife had 'offered' to cover the duties on an interim basis. It was hoped that the new</p>	<p>CS</p>

<p>online booking system under development might help getting a more permanent replacement as this should simplify procedures.</p>	
<p><b>7. District Strategy 2023:</b></p> <p>The Chair reported that as regards ACMB input into the District Strategy there was work underway on a 5-year plan for the Activity Centres. This was currently in draft form and would be brought to a future meeting for discussion. This would form our vision for the future against which to measure progress.</p> <p>Our aim should be to play to our strengths – SilverHelme for backwoods etc and Littledale for a limited range of activities.</p> <p>Short term aims would be to improve marketing, which could involve identifying someone to carry out the role (a role specification would be needed) and increased use of social media to publicise events, fill gaps in Centre bookings (perhaps at discounted prices) etc. Also, to develop support teams for the Centres to cover Warden absences and undertake jobs on site, under supervision. A list of useful jobs/tasks that visiting Groups might undertake would be useful in this respect. More 'off the shelf' programme material/ready-made activities for visiting Groups would also be helpful in attracting custom.</p> <p><b>On-site Activities:</b></p> <p>We might also look to facilitate others putting on activities on our sites.</p>	<p>SM/CS</p> <p>KR/MW</p>
<p><b>8. Marketing:</b></p> <p>Customer feedback – Epic Outdoors etc.</p> <p>The Chair reported that, along with Tony Andrews, he had met the person in charge. They were happy with the location. Epic currently had 2 venues and were looking to open a third. They were also considering extending their programme from 4 to 5 weeks.</p> <p>They were content with the site (Littledale) but had expressed a view that the toilets and showers needed upgrading and that the cleaning of facilities needed improvement. Discussion ensued on this latter point and it was felt that either the housekeeper needed to come more often in this busy period or a second cleaner was required. Possibilities would be discussed with the housekeeper.</p> <p>Concerning any toilet upgrade, which had been identified by ourselves as an issue, it was agreed that the ACOG, in liaison with Mick Woods, should look to drawing up a specification with drawings, timescale and costings – 3 quotations would be required, for consideration by the ACMB and with a possible view to seeking sponsorship or grant aid.</p> <p>Further issues identified by Epic had been providing a disposal route for waste from their kitchen and the possibility of providing a water supply direct to their kitchen. These would be investigated.</p> <p>Finally, they had indicated that they were proposing to use bell tents in future, which they would move around during the camp to manage potential damage to grass surfaces.</p>	<p>SM</p> <p>CS/MW</p> <p>ACOG</p>
<p><b>9. Projects:</b></p> <p><b>SilverHelme Toilet block:</b></p> <p>Howard Greenwood reported that his investigations were ongoing.</p>	

