

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 9 January 2020 at District Headquarters.

Present: S Mather (Chair), A S Hague (Secretary), M Sweet (DC), T Andrews (District Chair), H Greenwood, C Stephenson. S Stephenson.

In Attendance: D Phillips (Local Training Manager).

Apologies: R Salisbury, R Parker.

1.	Minutes of the Previous Meeting: The minutes of the meeting held on the 13 November 2019 were taken as read.	Action
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2.	Matters Arising: Tony reported that he would be meeting a representative from Stobart Forestry on site to progress the free woodland management survey agreed at a previous meeting.	ТА
	Discussion took place on the recent complaint from the Centurion with Westgate Group concerning two evening visits to Littledale when no one attended to turn on the lights or open the toilets; this had caused them some inconvenience. On enquiry the Warden acknowledged that he had forgotten about the bookings and an apology had been made. The DC agreed to contact the complainant to explain matters.	DC
	Chris agreed to investigate options to provide key access to the toilets for when the Warden was not in attendance and, also, at options for providing lighting in similar circumstances, by sensors or otherwise.	cs
3.	Correspondence: Nil.	
4.	Treasurer's Report: The Treasurer's report was received. The CAF Bank account balance at the 2019 year end was £20,614.79. In addition, there is £25,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £45,614.79.	
	Sites' normal income for 2019 was £43,898.09, and normal expenditure amounted to £32,899.79. Thus, our normal activities resulted in a surplus of £10,998.30. In round terms, this is a surplus of £11,000.	
	In 2019 total capital expenditure was £15,276.24, all of it at Littledale. The main items of this expenditure are:-	

$2 \times \text{Water Heaters} = £5,494.79 \text{ New oven} = £1,632.00 \text{ Urinals} = £2,192.50 \text{ Roteo}$:
unit = £746.60 Toilet block refurbishment = £3,110.35 (to date) Filtration system =	=
£2,100 (deposit)	
Mower insurance has been paid for both sites at a cost of £313.60 (in 2018 it had	
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been £291.20).	
The above figures are "provisional" as the District's Annual Accounts for 2019 are	
not yet formulated and may be subject to small adjustments.	
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Referring to income arising from users' charges Tony requested that it would be	
useful for the Board to have 'camper' numbers associated. Steph agreed to send	SS
Tony her spreadsheets with this information.	
5. Health & Safety:	
No accidents, incidents or near misses had been reported since the previous	
meeting.	
Steve agreed to send an example of a near miss reporting form to Tony for	SM
information.	
The dueft Disk Assessments for both Control name of the Total both of the	- d
The draft Risk Assessments for both Centres prepared by Tony had been circulate	
for information and comment. He outlined some additions that he had made to the	!
previous drafts including use of chainsaws, legionella precautions and matters	
relating to safe use of bunk beds.	
relating to sale use of bulk beas.	
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It was suggested that information should be included concerning Lyme disease. A	lso TA
rewording of advice to campers to be aware of danger from overhanging trees	
during stormy weather.	
during stormy weather.	
Tony expressed concern that actions/remedial work that had been identified in	
reports in years gone by had not been carried out, citing an asbestos survey report	t l
as an example. Following discussion there was agreement that the recommended	
course of action to leave such material undisturbed wherever possible was the wa	
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forward, whilst ensuring the Wardens were aware of its presence. It was agreed	CS
that two doors in Helme Lodge that had been identified as containing asbestos	
should be replaced (they are not fire doors) and these doors be disposed of safely.	
It was agreed that once the amendments noted had been included that the Disk	TA/ASH
It was agreed that once the amendments noted had been included that the Risk	IA/ASH
Assessments be published on the website.	
Fire Risk Assessments for both sites had also been circulated. Tony advised that	
these met the comments of the Fire Officer. The content of these was agreed.	
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The Parking Income and the state of the stat	
Tony highlighted that some additional work that had been requested to be carried	
out by the Wardens at both sites following fire inspections had not yet been	CS
undertaken. Chris would follow this up.	
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6. Operating Committee report:	
Chris Stephenson reported that owing to pressure of other work he had not	
convened the Committee since the previous meeting.	

He had been in contact with Cumbrian Water Services and had arranged access to	
carry out the agreed work to the Littledale water system, which was ongoing. Work was also progressing on the Littledale toilet block improvements. He was chasing quotes for 10x hand dryers (5 each per site) and would also request prices for a maintenance contract for these.	CS
7. Online Booking System Darren Phillips gave a detailed presentation on the proposed AC's online booking system that he had designed. A number of queries were answered and suggestions taken onboard. Discussion took place concerning the time allowed for deposits to be paid to secure bookings and also whether there should be deposits for camping bookings also – these needed to be clarified as details would be being built into an automated system behind the booking page. In this connection Tony read an extract from Bibby's Farm Booking Conditions, which it was agreed might usefully be adopted. Grateful thanks were extended to Darren for the extensive work that he had carried out.	
8. District Strategy 2023: In terms of progress Steve reported that the Board was developing a 5-year plan to be included in the overall District strategy. This was being built from the 'bottom up' starting with the ACOG. Tony agreed to send the comments sheet from the District Strategy Day on 'Places' to Steve to inform these discussions. Howard again highlighted the strong view that Lonsdale's Centres should, and could not attempt to compete with Waddecar, Bibby's Farm etc but keep matters simple and focus on our strengths and also encourage more use particularly from Lonsdale Groups; We should stress the convenience of our sites in minimising travel and costs and perhaps promote the idea of 3 to 4 night camps, over a weekend, as most Troops these days did not appear to be holding week long summer camps.	TA
9. Marketing: Chris indicated that he still planned to approach Helen Wilkinson, when an opportunity arose, to see if she would be available to help. Howard also stated that he would sound out someone of whom he was aware who might be approached. Suggestions for marketing at this stage included more use of social media, advertising and promoting the Centres more within the District.	CS HG
advertising and promoting the Centres more within the District. 10. Projects: SilverHelme Toilet block: Howard Greenwood reported that his investigations were still on the 'back burner' owing to other priority commitments. Water Quality at Littledale: Works were ongoing as noted earlier. Following completion, the intention would be	HG

11. Any Other Business: **District Environment Weekend 2** The DC reported that following positive feedback from all parties on the District Environment Weekend held at Littledale it was proposed to hold a similar event at TA SilverHelme. The date proposed was 1-3 May 2020. It was noted that 53rd Lancaster had booked the lodge and some camping on those dates for their Group CS camp. It was felt that both events could be accommodated on the site but Chris agreed to contact Paul Sargent to confirm the extent of their requirements. SilverHelme Access Track Trawling through past records Tony had recently located the documentation for the Limestone Preservation Order (LPO) covering SilverHelme. The limitations imposed by this on proposed work to the access track were not entirely clear and Tony would take the opportunity to view the solution implemented at the adjacent golf course. It TΑ was suggested that advice might also be sought from the local Planning Body HG and/or the Arnside & Silverdale AONB. 12. Date of next meeting: 4 March 2020 at District Headquarters at 7 pm.