



<p>2 x Water Heaters = £5,494.79 New oven = £1,632.00 Urinals = £2,192.50 Rotec unit = £746.60 Toilet block refurbishment = £3,110.35 (to date) Filtration system = £2,100 (deposit)</p> <p>Mower insurance has been paid for both sites at a cost of £313.60 (in 2018 it had been £291.20).</p> <p>The above figures are “provisional” as the District’s Annual Accounts for 2019 are not yet formulated and may be subject to small adjustments.</p> <p>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 Tony her spreadsheets with this information.</p>	<p>SS</p>
<p><b>5. Health &amp; Safety:</b></p> <p>No accidents, incidents or near misses had been reported since the previous meeting.</p> <p>Steve agreed to send an example of a near miss reporting form to Tony for information.</p> <p>The draft <b>Risk Assessments</b> for both Centres prepared by Tony had been circulated 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.</p> <p>It was suggested that information should be included concerning Lyme disease. Also rewording of advice to campers to be aware of danger from overhanging trees during stormy weather.</p> <p>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 as an example. Following discussion there was agreement that the recommended course of action to leave such material undisturbed wherever possible was the way forward, whilst ensuring the Wardens were aware of its presence. It was agreed 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.</p> <p>It was agreed that once the amendments noted had been included that the Risk Assessments be published on the website.</p> <p><b>Fire Risk Assessments</b> for both sites had also been circulated. Tony advised that these met the comments of the Fire Officer. The content of these was agreed.</p> <p>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 undertaken. Chris would follow this up.</p>	<p>SM</p> <p>TA</p> <p>CS</p> <p>TA/ASH</p> <p>CS</p>
<p><b>6. Operating Committee report:</b></p> <p>Chris Stephenson reported that owing to pressure of other work he had not convened the Committee since the previous meeting.</p>	

<p>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.</p>	<p>CS</p>
<p><b>7. Online Booking System</b></p> <p>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.</p> <p>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.</p>	
<p><b>8. District Strategy 2023:</b></p> <p>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.</p>	<p>TA</p>
<p><b>9. Marketing:</b></p> <p>Chris indicated that he still planned to approach Helen Wilkinson, when an opportunity arose, to see if she would be available to help.</p> <p>Howard also stated that he would sound out someone of whom he was aware who might be approached.</p> <p>Suggestions for marketing at this stage included more use of social media, advertising and promoting the Centres more within the District.</p>	<p>CS HG</p>
<p><b>10. Projects:</b></p> <p><b>SilverHelme Toilet block:</b></p> <p>Howard Greenwood reported that his investigations were still on the 'back burner' owing to other priority commitments.</p> <p><b>Water Quality at Littledale:</b></p> <p>Works were ongoing as noted earlier. Following completion, the intention would be to draw up operating and maintenance manuals to ensure the system was kept in good working order in future.</p>	<p>HG</p>

<p><b>11. Any Other Business:</b></p> <p><b>District Environment Weekend 2</b></p> <p>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 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 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.</p> <p><b>SilverHelme Access Track</b></p> <p>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 was suggested that advice might also be sought from the local Planning Body and/or the Arnside &amp; Silverdale AONB.</p>	<p><b>TA</b></p> <p><b>CS</b></p> <p><b>TA</b></p> <p><b>HG</b></p>
<p><b>12. Date of next meeting:</b></p> <p>4 March 2020 at District Headquarters at 7 pm.</p>	