

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 8 July 2020 online.

Present: S Mather (Chair), M Sweet (DC), T Andrews (District Chair), A S Hague (Secretary), R Parker, K Ryan, R Salisbury, C Stephenson, S Stephenson.

Apologies: H Greenwood

1. Minutes of the Previous Meeting:	Action
The minutes of the meeting held on the 4 March 2020 were taken as read.	
2. Matters Arising: Nil. The meeting had been called to specifically consider TSA recently published guidance on 'The Safe Reopening of Activity Centres' regarding Scouting preparing for a phased return to face-to-face activities and formulating a framework for returning to normal youth activities as a consequence of the Coronavirus pandemic – the Activity Centres having been closed since 17 March 2020.	
3. Correspondence: Nil.	
4. Treasurer's Report: The Treasurer presented his report. The CAF Bank account balance on 5th July had been £15,672.69. In addition, there was £55,000 deposited with the Skipton Building Society. This was immediately available. Total funds = £70,672.69. After receiving £20,000 from the Government's hospitality support scheme, and following a review of our cash needs in the coming months, a further £30,000 had been added to the Skipton B.S. account. The refurbishment of the toilets at Littledale had cost £8,144.58; The estimate included in the budget had been £8,000. (A good result!) There had been no further expenditure on Littledale's water filtration system, but there was further work to be done. The Booking Secretary (Steph) had been able to freeze most of the deposits against future bookings. Only £271 had been refunded. So far in 2020, normal receipts had been £13,827.50, normal payments £10,887.37.	

<p>No income had been received since the government grant on 12th May 2020. However, there were sufficient funds to cover expected expenditure until well into 2021.</p> <p>In response to questions the Treasurer confirmed that electricity meter readings had been taken to confirm usage and the fitting of heaters in the Littledale toilets was still awaited.</p>	
<p>5. Operating Committee report:</p> <p>Chris Stephenson reported on the excellent work that the Wardens and their teams had carried out to maintain the sites during closure. Appreciation was expressed for their efforts.</p> <p>It was confirmed that once reopening had been agreed, initially for outdoor activity only, Covid 19 measures would need to be implemented; concerning hand sanitising solutions this would be the responsibility of users to provide for themselves.</p> <p>Following the recent poll of Board members, it had been agreed to proceed with the installation of broadband at Littledale – to be carried out by the contractor who had installed this at SilverHelme.</p>	CS/RS
<p>6. Bookings:</p> <p>The online booking system was still in the process of being finalised. Tony agreed to check the current position with Darren Phillips.</p> <p>As noted previously the Booking Secretary had been able to freeze most of the deposits against future bookings. One outstanding matter was the payment of £5k made by the Ripley Academy. It had not so far been possible to contact them to ascertain their intentions.</p> <p>Regarding D of E expeditions these had been put on hold generally owing to the current restrictions but were anticipated to restart either later in the year or in 2021.</p>	TA
<p>7. Projects:</p> <p>SilverHelme Toilet Block:</p> <p>Steve reported that Howard Greenwood had spoken to Tony Pilling (who had drawn up the original plans) and discussions were ongoing on a way forward.</p> <p>Littledale Water Filtration:</p> <p>Steve reported that he understood that the refurbishment work was virtually complete.</p>	
<p>8. “Getting Back Together Safely”:</p> <p>Steve spoke to the paper that he had circulated summarising the document ‘The Safe Reopening of Activity Centres’ published by TSA regarding Scouting preparing for a phased return to face-to-face activities and formulating a framework for returning to normal youth activities as a consequence of the Coronavirus pandemic. Before a Campsite or Activity Centre can reopen, the requirement set out in the Guidance Documents must have been addressed, risk assessments carried</p>	

<p>out, documented and all risk assessments checked by the DC (or their appointees), before final approval by the County Commissioner and the County Executive (or their appointees). The Activity Centres remain closed until written approval is given to reopen.</p> <p>Following discussion, it was agreed that the Operating Committee should draw up the recommended site risk assessments as a first step.</p> <p>Highlighting that he wished to be divorced from this process in view of his being one of the District's nominated checkers Tony recommended reviewing as a guide Howard Greenwood's RA's as recently shown in his webinar presentation. He would send a copy of the PowerPoint presentation to Steve.</p> <p>A question raised as to whether the outdoor shelters at the sites constituted Outdoor or Indoor premises for the purposes of the guidance would be considered later.</p>	<p>CS</p> <p>TA</p>
<p>9. Any Other Business: Nil</p>	
<p>10. Date of next meeting: To be advised.</p>	