

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 23 September 2020 online.

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

Apologies: None received.

1. Minutes of the Previous Meeting:	Action
The minutes of the meeting held on the 8 July 2020 were taken as read.	
2. Matters Arising: Minute 5. Operating Committee report: The Chair queried the present position with the installation of broadband at Littledale – it had been agreed that this would best be carried out by the contractor who had installed this at SilverHelme. It was understood that the system was now operative but Chris Stephenson was requested to check and report back. Minute 7. Projects: SilverHelme Toilet Block: Howard Greenwood advised that he had not yet spoken in fact to Tony Pilling (who had drawn up the original plans for the toilet block), as minuted.	CS
3. Correspondence: Nil.	
4. Treasurer's Report: The Treasurer presented his report. The CAF Bank account balance on 21st September was £7,700.04 . In addition, there was £55,000 deposited with the Skipton Building Society. This is immediately available. Total funds = £62,700.04 So far in 2020, normal receipts were £13,830.00, normal payments £13,705.51. Capital expenditure to date was £10,109.32; £8,682.32 had been spent at Littledale– mostly on the refurbishment of the Toilet Block. £1,427.00 had been spent at SilverHelme on the installation of hand driers. A recent invoice from M J Catterall of £3,077.15 for electrical work at Littledale had been allocated to the Toilet Block refurbishment. Thus, the cost of the refurbishment was now £11,221.73. The budget for this latter work had been estimated at £8000 (13 November 2019 meeting minute 4). Discussion took place on the nature of this additional work, what it comprised and who had authorised it. Chris Stephenson offered to follow this up. Secretary's Note: in accordance with the Terms of Reference of the ACMB there was a responsibility for "Progressing refurbishment schemes and all capital projects, until completion, within the budgets agreed by the District Executive Committee."	CS

<p>And further, “at any stage, if the costs of a refurbishment or capital project are re-calculated to exceed the approved budget provision, then this should be referred back to the District Executive Committee by the Chair of the Management Board.” If necessary, District Chair’s Action could be taken, in consultation with the Chair of ACMB.</p> <p>Howard Greenwood made the point that, in the circumstances, perhaps it would have been appropriate for the ACMB to have nominated a Project Manager to oversee the scheme. Secretary’s Note: The Terms of Reference again state that “For each refurbishment or capital project, a project manager (or managers) is to be appointed by the Management Board.”</p> <p>Tony Andrews suggested the possibility that, based on having seen previously, during the earlier work by Catteralls, the state of the circuitry, for the Toilet Block, plus the additional loading would suggest that a new circuit board would be needed (which was confirmed upon sight of the company’s invoice).</p> <p>There had been no further expenditure on Littledale’s water filtration system, but the installation should have been completed the previous weekend. Howard Greenwood confirmed that the commissioned work had been completed bar for the replacement of a starter on the UV sterilisation lights. The contractor’s bill would be being sent shortly.</p> <p>A proposed maintenance schedule had been requested and this would be followed up to ascertain what aspects might best be done by the contractor and what could be conveniently done in-house.</p> <p>£2.50 only in income had been received since the government grant on 12th May 2020.</p> <p>There was one major amount that was still being held, viz Ripley School, which is a £5,000 booking fee. So far, they had not asked for a refund. However, this amount has been taken into account in the Cash Flow analysis. This indicates that we have sufficient funds to cover expenditure for the foreseeable future.</p> <p>The Treasurer’s opinion was that we were in a position to continue improving both campsites during the coming months.</p> <p>It was agreed to carry forward the 2020 Activity Centres charges rates into 2021.</p>	<p>HG</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 Covid 19 measures had been implemented; concerning hand sanitising solutions this would be the responsibility of users to provide for themselves.</p> <p>As evening bookings were now allowed to be made wef 19 September we would need to be mindful of assisting the wardens with opening up etc. A number of offers of help were made.</p>	

<p>Tony Andrews queried whether it would be prudent in the present circumstances to switch on the heating in both lodges at times during the winter period. At Chris Stephenson's suggestion it was agreed to leave this to the Wardens' discretion.</p> <p>Discussion took place on Silverhelme ESU's payment (£150, Jan 2019 minute) for using Mortimer Lodge. The Treasurer advised that so far, no payments had been received. – It was agreed that the Unit be invoiced.</p>	<p>RS</p>
<p>6. Bookings:</p> <p>The Booking Secretary reported that one refund of deposit had been made resulting from Covid-19 closure and 15 had agreed to transfer their deposit to future bookings.</p> <p>Booking System Update: Tony Andrews reported that the Secretary and himself had met with Darren Phillips recently. The online system was now at the beta testing stage but required information to be input to fully test its operation.</p> <p>The DC suggested that she could circulate GSL's for them to input trial bookings but Tony suggested that he talk to Darren first to seek his view.</p>	<p>TA</p>
<p>7. Projects:</p> <p>The Chair reported on progress with the DC's request to formulate a 5-year forward strategy for the Activity Centres. He had started to prepare a draft report based on comments received but he indicated that he would be putting this on the 'back burner' for the time being in order to focus more appropriately on the issues with returning to face to face Scouting as they affected the sites.</p> <p>SilverHelme Toilet Block: Howard Greenwood reported that this matter had also been on the 'back burner' pending his finalising the Littledale water project -He would now progress this.</p> <p>Littledale Water Filtration: Howard reported that the refurbishment work was complete as minuted above</p>	<p>HG</p>
<p>8. "Getting Back Together Safely":</p> <p>Chris Stephenson reported that Covid-19 Site Risk assessments had been prepared and published and the sites had re-opened for outdoor activities from 19 September.</p> <p>He highlighted a possible issue on toilet block cleaning and the fact that we would need to keep an eye on that situation. A suggestion to fix a check list in the toilets for leaders to sign would be progressed as it was important to have a written record of cleaning. PPE had been made available on both sites, if required.</p>	<p>CS</p>

9. Any Other Business:

Thanks were recorded to all concerned for maintaining the sites in good condition during the Covid-19 situation.

It was noted that Buzz ESU had indicated that they would be happy to undertake on-site tasks.

Tony Andrews reported that he was actively pursuing the finalising of the revised lease for the telecoms mast at SilverHelme. He advised the Treasurer, for budget purposes, that Income would drop to £5000 pa as a result.

10. Date of next meeting:

18 November 2020