

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 10 March 2021 online.

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

Apologies: Nil.

	Action
<p>1. Minutes of the Previous Meeting: The minutes of the meeting held on the 18 November 2020 were agreed as a correct record.</p> <p>2. Matters Arising: Minute 5. Operating Committee report: With regard to the present position with the installation of broadband at Littledale Kieron had contacted the installer to progress but it was not known definitively whether this was yet installed. However, Ray had been on site recently and had been able to access the service.</p> <p>Silverhelme ESU - payment for use of SilverHelme: It was agreed that the contribution sum previously decided should be pursued, via the DESComm, for 2019; correspondence indicated that this commitment had been acknowledged and budgeted for by the Unit. As agreed previously the contribution for 2020 would be waived as the accommodation had been little used owing to pandemic restrictions.</p> <p>The Booking Secretary suggested that it would be a good idea if Silverhelme ESU's booking of SilverHelme be shown on the booking calendar (post Covid-19 restrictions) (this had not been done previously) to make potential users aware of the non-availability of the Centre when the ESU was there. This was agreed.</p> <p>Checklist for Covid-19 cleaning: Kieron confirmed that the placing of notices was in hand.</p>	<p></p> <p>DC</p> <p>SS</p>
<p>3. Correspondence: Nil.</p>	
<p>4. Treasurer's Report:</p> <p>The CAF Bank account balance on 4th March was £30,156.59. In addition, there was £25,000 deposited with the Skipton Building Society, this is immediately available. There was also £20,000 with Hampshire Trust Bank and this would be available from 21st September 2021. Total funds = £75,156.59.</p>	

<p>There had been no Capital expenditure this year to date. Other expenditure to date was £3,404.65.</p> <p>Since the beginning of the year all income had come from Government grants. Lancaster City Council's Business Support Team has ensured that applying for grants has been made easy for claimants. The amount received so far this year is £16,670.42. This in addition to £22,668.00 granted during 2020.</p> <p>There had been no further expenditure on Littledale's water filtration system. However, the invoice for the work done to date had not yet been received.</p> <p>The Government's roadmap has indicated that from 21st June all legal limits on social contact could be removed. This means that both sites could open to overnight visits. As we are holding deposits for a number of groups (including £5,000 for Ripley Academy) he queried whether the time was right to invite them to book stays. The Booking Secretary agreed to review the situation.</p>	<p>SS</p>
<p>5. Operating Committee report:</p> <p>Chris reported that the Wardens were continuing to undertake routine maintenance on the sites whilst the lockdown continued. This had included attention to certain trees at SilverHelme that neighbours had commented on. He queried the position on the Covid Site Risk Assessments once restrictions were eased. Tony advised that the previous assessments should be reviewed and any changes necessary be identified and incorporated.</p> <p>Work required at SilverHelme to the gas tank was being dealt with.</p> <p>Kieron would advise when he was notified that he would be going into hospital so that temporary arrangements for Warden cover could be put in place.</p>	<p>CS</p> <p>KR</p>
<p>6. Bookings:</p> <p>Steph presented an Excel spreadsheet showing the current position on bookings, indicating the position on refund of fees and potential re-bookings. Ray requested Steph to contact Ripley Academy to ascertain their plans for 2021 and what their intentions were on the deposit that was being held over from 2020.</p> <p>Steph queried the position on whether a Church Group (LDS) proposed booking should be allowed. Tony advised that as long as all adults involved were DBS cleared and the Group had their own safeguarding policy that would be in order.</p> <p>Chris reported an approach from a locally based organisation who were wanting to book the whole of Littledale during August 2021 involving 125 families (500 individuals). He outlined the type of activities that they intended to put on as well as a request to bring camper vans on site. The latter are not permitted.</p> <p>After due consideration the consensus view was that the booking request should be refused for this year to help ensure facilities would be fully available for Scouting use post pandemic, and also, as little was known about the organisation concerned and how they might treat the site and its facilities.</p>	<p>SS</p>

<p>In a similar vein Howard indicated that he had again been approached by a group running forest schooling about possibly booking SilverHelme. The booking would be on Fridays running till about 1430 hrs. There was general agreement that this approach should be welcomed in view of its potential for publicising Scouting, potentially recruiting members and marketing of the sites. Howard would pass on booking contact details.</p>	<p>HG</p>
<p>7. AC's Strategy and Long-Term Plan (comments on draft documents)</p> <p>The Chair had circulated first drafts of these two documents for members to review, and comment upon. He was looking to produce final drafts by May 2021, prior to sharing them with a wider audience. The DC thanked him for the work undertaken. A number of comments were made and taken on board.</p> <p>Tony had passed some thoughts directly to Steve but one point he raised for consideration was whether it would be beneficial in the longer term to diversify our 2 sites so that they offered slightly different facilities rather than the similar offering at the moment. Also, whether there should be greater promotion of the sites to local Groups in terms of their proximity and ease of access for weekend camps. There seemed to be a mismatch between what we are providing and what local Groups wanted; perhaps there was a need to have a discussion with Groups about what it was that they wanted. The point was raised again that it had been agreed previously that Lonsdale could not hope to compete with other sites around who had the staffing and equipment to mount activities that some required and that we should concentrate on and develop our own strengths.</p> <p>Howard felt that some leaders were possibly nervous about coming to a site where they had to construct their own programme, where everything was not laid on for them. If they wanted a 'programme on a plate' as it were, they would opt to go to Waddecar or GT perhaps. There was as much enjoyment to be had in doing the simple things at camp – "structured bxxxering about" as one of our colleagues once called it. The way forward would be encouraging local leaders to give it a try and to build up their confidence. Sharing camping experiences with another Group or Groups was another way of supporting leaders who perhaps lacked the necessary skills and experience. Availability of camping equipment might also be a problem in some Groups that might be solved with sharing or joint camps.</p> <p>Steph stated that the successful Environment Camp perhaps highlighted one way forward in terms of introducing young leaders/Explorers to the sites and developing their interest in becoming members of service crews and familiarising themselves with what the sites had to offer. They were the future and as leaders themselves they would hopefully be encouraged to use the sites more than at present.</p> <p>Steve would update the documents based on comments received and then would propose to meet with the DC and her team to progress matters.</p>	<p>SM</p>
<p>8. Projects:</p> <p>Booking System:</p> <p>Tony had been trying to contact Darren Phillips to check on progress. It was reported that he had been indisposed recently. Tony would try to contact him again.</p>	<p>TA</p>

<p>It was hoped that beta testing could take place soon to pick up any anomalies in the programme prior to going live.</p>	
<p>9. Reopening the Activity Centres: This item had been placed on the agenda in anticipation of Covid-19 restrictions being eased. The latest position was that from 29 March, we would move to Amber readiness level, with Groups allowed to meet outdoors in group sizes of 15 plus leaders (5 maximum). From 12 April, both outdoors and indoors meetings would be allowed in group sizes of 15 plus leaders (5 maximum) and allowed to take part in non-residential day trips and visits.</p> <p>Acknowledging this Ray nevertheless felt that the Board should now be preparing, for planning purposes, all being well, for overnight activities to resume locally from 2nd July.</p>	
<p>10. Any Other Business: Nil.</p>	
<p>11. Date of next meeting: 6 May 2021</p>	