

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 6 May 2021 online.**

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

**Apologies:** R Parker, K Ryan.

1. Minutes of the Previous Meeting:	Action
<p>The minutes of the meeting held on the 10 March 2021 were agreed as a correct record.</p> <p><b>2. Matters Arising:</b></p> <p><b>Silverhelme ESU - payment for use of SilverHelme:</b> The DC reported that she had spoken to the ESL who had indicated that the Unit had prioritised the payment of their members fees for 2021, which had depleted their resources. They expected to be able to pay the sum in question by Sept/Oct 2021 once face to face Scouting had resumed and payment of subs had restored their funds.</p> <p>The Booking Secretary had 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 had not yet been done and Steph agreed to check the ESU's proposed programme with the Unit.</p> <p>Ripley Academy had not responded to an enquiry concerning what they wished to do about the deposit they had paid for use of facilities in 2020 that they had not been able to take up because of Covid restrictions. It was agreed that the situation be kept under review.</p> <p>With regard to the position on the Covid Site Risk Assessments once restrictions were eased, Tony had advised that the previous assessments should be reviewed and any changes necessary be identified and incorporated. It was agreed that this would be held in abeyance until the government's rules on steps 3 and 4 of the roadmap were confirmed.</p> <p>Chris reported that Kieron had indicated that he should be back in harness on June 21 following his operation. Members wished their best wishes be relayed to Kieron for a full recovery.</p> <p>Regarding the query concerning an organisation running forest schooling at SilverHelme Steph reported that they had met a lady on site who was keen to proceed but it would not be until September when she had been able to confirm matters with her group.</p>	<p></p> <p><b>SS</b></p> <p><b>CS</b></p>

<p><b>3. Correspondence:</b> Nil.</p>	
<p><b>4. Treasurer's Report:</b> The CAF Bank account balance on 30th April had been £43,609.61. In addition, there was £25,000 deposited with the Skipton Building Society, at an interest rate of 0.35%. This was immediately available. We also had £20,000 with Hampshire Trust Bank (interest rate = 1.0%), and this was available from 21st September 2021. Total funds = £88,609.61.</p> <p>There has been no Capital expenditure this year to date. Other expenditure to date had been £5,925.79.</p> <p>Since the beginning of the year all our income had come from Government grants. Lancaster City Council's Business Support Team has constantly ensured that applying for grants has been easy for claimants. The amount received so far this year had been £37,473.84 (including the recently received Restart Grant of £16,000). This in addition to £22,668.00 granted during 2020.</p> <p>On the assumption that the sites would be opening for overnight stays from 21st June Ray highlighted the need to make checks on the water supply at both sites. With regard to Littledale, Lancaster City Council's Environmental Department would have to test the efficacy of the water supply. Steph indicated that there was in fact a school booking for 2 June at Littledale and so it was agreed to request the Council to undertake tests asap. Payment for the work carried out on the Littledale system had not been requested. It was not known if all the work had been finalised. Howard agreed to contact the contractor to confirm matters. Ray agreed to contact the Council to carry out the necessary checks.</p> <p>Tony raised the question of the necessity to also check the gas installations at each site prior to reopening; Perhaps there needed to be a service contract for these as in the case of fire equipment.</p> <p>It was probable that the Finance sub-Committee would be considering how we could increase the interest to be earned on our high fund balances. To assist in this review, ACMB was asked how much of its balances needed to be "liquid" to meet any anticipated heavy capital expenditures in the next 12 months or so. As it was confirmed that there were no large capital projects in the pipeline, after due consideration it was agreed to recommend that a sum of £40,000 be allocated for investment in a short term, high interest, deposit.</p>	<p>HG RS</p> <p>CS</p> <p>RS</p>
<p><b>5. Operating Committee report:</b> Chris reported that the sites were in excellent order. Bookings were starting to trickle in and these were anticipated to increase based on the numbers of risk assessments being submitted to the Assessors.</p> <p>Chris raised an issue regarding the appearance of 'security' cameras on the sites. It was not known who had installed these and who had access to any recordings. Members had no objection to cameras being placed for security purposes but</p>	

<p>amongst other things there was a legal requirement to display signs, which were not reportedly in place. It was agreed that there needed to be a procedural document drawn up, agreed by the Board. Chris agreed to investigate who had installed the cameras etc. and to report back. (Secretary's note: in the meantime, consideration needs to be given to removing the cameras).</p>	<p>CS</p>
<p><b>6. Bookings:</b></p> <p>The new booking system was now operational (in Beta mode) - Thanks were expressed to Darren Phillips. Tony asked Steph for her reaction to the system. She indicated that she had had a meeting with Darren and this had been followed up with delivery of a User Manual. It was now just a matter of moving everything onto the new system. Tony highlighted that there had been one or two teething problems but these had been or were in the process of being resolved. The intention in the longer term was to have a dedicated AC's website coupled with the booking system. Having used the new system Howard was pleased to report that it worked really well.</p> <p>Regarding the suggested change of email address for bookings to 'bookings@lonsdalescouts.org.uk' this could easily be set up but Darren had identified some issues with this.</p> <p><i>*(I have copied his email for the information of members -</i> <i>"The system currently uses the gmail address to send bookings out to. It takes about 20 minutes max for an email to arrive at a Gmail box. Most times it arrives almost instantly.</i></p> <p><i>I have been testing how the lonsdalescouts.org.uk server treats these emails and they are delivered, but with a delay of several hours. This is probably down to anti-spam settings for external mail deliveries. At present it does put these emails in to Quarantine. I have asked Microsoft Threat Analysis to review the messages and clear the inbound email address for delivery.</i></p> <p><i>I will also make some changes to the SPF records to help with mail delivery.</i></p> <p><i>Once this is done we can change the addresses over, but I would use the gmail address for now until we can consistently deliver the messages without quarantine to the lonsdalescouts.org.uk domain."</i></p> <p><b>Marketing</b></p> <p>Chris reported that this was still on his 'to do' list.</p> <p>Steve reported that he had now gained access to the Littledale &amp; SilverHelme Facebook pages and was posting items of interest in the hope of attracting likes and followers. The intention being to attract posts from users of the sites to advertise the sites and their facilities.</p> <p>The DC suggested that submitting an item for the West Lancs+ newsletter might be a positive move. Also, a database of site users might be built up on the back of the new booking system (where users had an opportunity to indicate that they wished to opt in). Tony indicated that he would contact Darren to ascertain where in the system this information might be accessed.</p> <p>This reinforced the point of having a marketing person to deal with all this.</p>	<p>CS</p> <p>TA</p>

<p><b>7. AC's Strategy and Long-Term Plan</b></p> <p>Steve reported that these documents were now updated. It would be his intention to present these for comment at the upcoming GSL's meeting and thence to submit them to the District Executive.</p>	
<p><b>8. Projects:</b></p> <p><b>SilverHelme Toilet Block:</b></p> <p>Howard had nothing further to report concerning Building Regulations sign off. Summarising, some 3 years had passed since building completion and no particular problems had arisen with the building structure. The Council official who had been invited to site to offer an opinion had raised a few issues. Three principal ones were:-</p> <ol style="list-style-type: none"> <li>1. the bracing in the roof wasn't up to standard – it was supposed to be at 45° and was 30°;</li> <li>2. The drain off from the downspouts would benefit from better distribution;</li> <li>3. The thickness and reinforcement of the concrete slab could not be demonstrated. The problem would be if the inspector decided that the slab, for example, was not to standard there was no way of remedying this without a rebuild. The general belief was that the slab had been constructed on top of the previous slab (the ground plan being the same) and that the latter had been built on limestone bedrock.</li> </ol> <p>The Council had not followed up on the matter and a question therefore, in the circumstances, might be - was there a legal requirement to have the building passed under the regulations, or not? Advice had been received that this was not a legal requirement and would only become an issue if the building were ever to be sold, which was highly unlikely.</p> <p>Given that since construction the slab had revealed no signs of deterioration whatsoever and the walls and roof were similarly showing no issues, on a proposal by Howard, seconded by Chris, it was agreed to discontinue pursuing this any further with the Council.</p> <p>It was also agreed that it would be advisable to supplement the bracing in the roof to the standard stated and to keep a watching brief for any cracking in the slab and any other deterioration in the building structure.</p> <p><b>Environment Weekend 2021</b></p> <p>The DC confirmed that this was in the District Diary. Once face to face Scouting was back up and running Steve suggested that events might also be held on the sites for other sections.</p> <p>Ray reported that there were several hundred 'Zero Camp' badges in the stock at Littledale. He suggested that these might be 'awarded' to Scouts who camped on the sites in the winter months. It was agreed that this should be advertised and badges given to all Scouts who camped in winter conditions.</p> <p><b>Wi-Fi System, Littledale</b></p> <p>Ray confirmed that the installer had been paid for the equipment he needed but it was not clear whether he had yet carried out the installation. Chris agreed to contact Kieron to check on progress.</p>	<p style="text-align: center;">HG</p> <p style="text-align: center;">CS</p>

<p><b>9. Any Other Business:</b></p> <p><b>Donated Activity Equipment.</b></p> <p>The DC reported receipt, via a donation to 16th Morecambe, of a quantity of activity/sporting equipment for the Activity Centres. These would supplement the existing provision. An up-to-date inventory of activity equipment held at both sites would be useful and could be advertised usefully on the website/Facebook pages.</p> <p>Chris queried whether the assault course at Littledale could be used by anyone. It was confirmed that it would be the responsibility of users to have their own risk assessments in place. Chris agreed to check whether there were notices in place advising users that facilities could only be used under adult supervision.</p>	<p>CS</p> <p>CS</p>
<p><b>10. Date of next meeting:</b></p> <p>1 July 2021.</p>	