

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 24 November 2021 at District Headquarters.**

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

**Apologies:** H Greenwood, S Stephenson.

<b>1. Minutes of the Previous Meeting:</b>	<b>Action</b>
<p>The minutes of the meeting held on the 22 September 2021 were accepted as a correct record subject to the following amendment: -</p> <p><b>Housekeeping Duties</b></p> <p>Kieron wished to clarify that he had, in fact, previously personally cleaned the SilverHelme toilet block other than during the Covid 19 lockdown period which, for health reasons, he had not been able to do.</p>	
<p><b>2. Matters Arising:</b></p> <p><b>i. Public climbing on rock faces near SilverHelme</b></p> <p>Tony said that he had not yet had the opportunity to investigate this reported occurrence but on reviewing matters he felt that there would be no legal responsibility on behalf of LDSC for any accidents to anyone injured whilst trespassing in the area in question.</p> <p>Steve reported that he had taken the opportunity to visit the location with the County Adviser during the recent Environment Weekend. His view had been that the placing of signs would not, in his opinion, deter unauthorised use. Steve was aware that the particular individual concerned, who was known to others, had been told to desist and he had accepted that instruction.</p> <p><b>ii. Storage Facilities for ESU Equipment</b></p> <p>Chris reported that a site had been identified at SilverHelme, and marked out for the donated redundant wooden building. The removal of the building from its present location would not now take place before Spring of 2022. It was confirmed that LDSC would have no responsibility regarding the maintenance of the building. A similar facility had been agreed for Littledale and a site identified.</p> <p><b>iii. Use of SilverHelme by Silverhelme ESU</b></p> <p>The Treasurer confirmed that no sums had still been received from the Unit. Chris agreed to chase. It was agreed that the new Unit, named 54N, (which may be temporary for reasons outlined) should make a corresponding contribution for the use of facilities.</p> <p><b>iv. Defibrillator Provision</b></p> <p>This matter was deferred as the DC, who had agreed to investigate, was not present at this stage.</p>	<p>CS</p> <p>RS</p> <p>DC</p>

<p><b>v. Scaffolding for roof work</b> Chris indicated that he had still to follow up on the provision of this.</p>	CS
<p><b>3. Treasurer's Report:</b></p> <p><b>i. Current Financial Position</b></p> <p>The CAF Bank account balance on 22nd November was £24,194.30. There was £65,000 on deposit with the Redwood Bank. £25,000 at 0.80% to 17th May 2022 and £40,000 on 35-day notice at 0.70%. Total funds = <b>£89,194.30</b>.</p> <p>There had been no Capital expenditure this year to date. Other expenditure to date was £15,944.48. Income from bookings to date = £6,386.04.</p> <p>Insurance cover had been renewed for both sites until November 2022.</p> <p>Suppliers had reported that they would be increasing prices significantly in the coming months which indicated that an increase in our charges should follow.</p> <p>One issue identified involved the cancellation of bookings at a late stage resulting in loss of income and the opportunity to make these dates available to others. Chris indicated that the Booking Secretary had said that she would be prepared to make a presentation to a future all leaders meeting on the subject of AC bookings to make leaders aware of these problems.</p> <p><b>ii. Budget and Rate Setting process</b></p> <p>The Treasurer took members through his paper. Devising a budget for 2022 had been proving to be quite challenging. Forecasting income must be based on the level of fees and the degree of usage. In addition, the amount of money to be spent on improving our facilities depends on decisions to be made by ACMB. For example, the lack of toilets on Melling Meadow and the condition of the Den at SilverHelme. In addition, the cost of installing mains water at Littledale was an unknown.</p> <p>The figures had been based on 2019's (the last full year prior to Covid). Tony pointed out that the income figure for Littledale included an exceptional amount from Epic Outdoors, which might not reoccur. On the expenditure side account had been taken of a gas price rise of 11%; water costs at Littledale had been estimated at £1000 – the tradesman's bill had still to be received for the work undertake.</p> <p>Moving on to Activity Centre charges for 2022 the proposal was for a 5% increase. This proposal was agreed -for recommendation to the District Executive - wef 1 January 2022 to be reviewed in the light of experience. Following discussion on current booking trends and users' preferences the need for a marketing individual was again highlighted.</p> <p>The 2022 Budget was approved.</p>	CS/SS

<p><b>4. Operating Group report</b></p> <p><b>Environment Weekend, SilverHelme</b> This had gone very well with a number of projects/tasks completed. Resulting from the event a number of potential site volunteers had been identified.</p> <p><b>Buildings at Littledale – Update</b> The 13<sup>th</sup> Lancaster hut was reported to be in good condition. The GSL had indicated that the Group may be minded to offer the building to the District.</p> <p><b>Archery Range</b> The County Adviser was coming to review the range, which was presently in poor condition. The 16<sup>th</sup> Morecambe Group had offered to undertake, as a project, bringing this back to an acceptable standard. This might involve the need for some funding.</p> <p><b>Tented Village Suggestion</b> One possible site might be by The Den at SilverHelme. Chris would look at possibilities and costs. Similarly for Parachute shelters.</p> <p><b>Fire Doors</b> Brian Fothergill had repaired the faulty fire doors at both sites.</p> <p><b>Toilet Block, SilverHelme</b> The drainage problem had been investigated and identified. Remedial works would involve drilling through the concrete floor and altering the pipework. This would be carried out at a convenient time. Some roof tiles were also lifting. These were on the list to be investigated and repaired/replaced. The possibility of installing a solar panel for lighting on the small toilet building at Littledale was also being looked at.</p> <p><b>DBS Clearance for Cleaner</b> The DC agreed to organise for this to be done.</p> <p><b>Retirement – Kieron Ryan</b> Kieron had indicated his intention to retire as SilverHelme Site Warden in 2022 -he would confirm a definite date when he had decided. Plans would be put in hand to seek a new Warden.</p>	<p>CS</p> <p>DC</p>
<p><b>5. Projects</b></p> <p><b>Water Supply, Littledale</b> Chris reported that the contractor had done some work on the system. A need for some particular spares had been flagged up and would be addressed.</p> <p>With regard to the possibility of linking to the mains supply Steve reported that he had had some difficulty in contacting the right person at United Utilities to move this forward. It was suggested that communicating by letter might prove more effective.</p> <p><b>Littledale Wi-Fi</b></p>	<p>CS</p> <p>SM</p>

<p>Chris had no information to report on this. Kieron had asked the installer to make contact.</p> <p><b>CCTV Camera at Littledale</b></p> <p>Not yet resolved. Chris agreed to enquire about this and communicate the ACMB's decision when he would be on site the following weekend.</p>	<p>CS</p>
<p><b>6. Long-Term Plan – The Way Forward</b></p> <p>Steve had requested members to read these documents again prior to the meeting. Priorities identified included improving publicity. Another issue mentioned was to find a more permanent solution to the condition of the main access track at SilverHelme. Steve indicated that he had spoken to someone at the AONB for their views; He was aware of the several issues involved e.g. the limestone preservation order. He was continuing to investigate possibilities.</p>	<p>SM</p>
<p><b>7. Health &amp; Safety</b></p> <p>Tony presented several papers he had prepared:</p> <ul style="list-style-type: none"> <li>• 3 draft Fire Risk Assessments pertaining to the buildings at SilverHelme</li> <li>• Fire Warden's Instructions for Users of Lonsdale Activity Centres Indoor Accommodation comprising a list of duties, action in the event of a fire and a form to acknowledge receipt of this information</li> <li>• A draft for activity centres - no smoking designation</li> </ul> <p>He outlined the background to this work emanating from a survey carried out by a member of the Fire Service highlighting a number of issues that he had recommended be addressed. The Fire Risk Assessment documents prepared detailed the assessment criteria, control measures and action identified. Most of the recommendations had been implemented and the few remaining were in the process of being addressed.</p> <p>Members received the various documents and recommended their acceptance to the District Executive.</p> <p>The District Secretary reported receipt of 2 Accident Records relating to accidents at SilverHelme. The details were noted. No action was required from the Board.</p> <p>The DC also tabled a further Record relating to a fit experienced by an Explorer Scout also whilst at SilverHelme. This was also noted.</p>	
<p><b>8. Any Other Business:</b></p> <p><b>Cleanliness of Littledale</b></p> <p>The DC referred to a recent user comment regarding the state of cleanliness of the Lodge at Littledale. Evidence had suggested that the cleaning routine had not been carried out satisfactorily. Chris agreed to investigate.</p>	<p>CS</p>
<p><b>9. Date of next meeting:</b></p> <p>19 January 2022 at District Headquarters.</p>	