

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 22 September 2021 online.**

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

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

Congratulations were extended to Dorothy and Kieron Ryan on receiving their long service awards, for 25 and 30 years respectively, at the recent District Presentation.

	<b>Action</b>
<p><b>1. Minutes of the Previous Meeting:</b> The minutes of the meeting held on the 1 July 2021 were accepted as a correct record.</p> <p><b>2. Matters Arising:</b></p> <p><b>i. Housekeeping Duties (Minute 4)</b> It was confirmed that there did not appear to be any job descriptions covering these duties at either site. Chris reported that at Littledale both the Lodge and the toilet block were cleaned after use whilst at SilverHelme only the Lodge had been cleaned – the toilet block traditionally being cleaned by the Group(s) using the facilities. After discussion it was agreed that as the present arrangements were working satisfactorily no action was required at the present but that the situation should be reviewed if and when either housekeeping post became vacant and in the meantime a watch be kept on the cleanliness of the toilet block at SilverHelme.</p> <p><b>ii. Water Supply, Littledale (Minute 6)</b> Howard reported that the contractor dealing with the plant had been ill but had indicated that he would be resuming work to complete matters shortly. The water supply was fine but was not operating at full capacity. In view of the contractor's advancing age discussion ensued on whether alternative arrangements might be sought for future maintenance. Cost had been a factor. Steve was aware of another possible contractor and agreed to sound him out. The recommendation that a cap needed to be placed on the well still needed to be actioned. Steve indicated that he was waiting till the system had been finalised before actioning this.</p> <p>Another consideration that had arisen in more recent times was that many of the farms and dwellings in Littledale had now been connected to a mains supply. Steve had contacted United Utilities who would be prepared to investigate the possibility of connecting the site but they now charged for this service (approx. £140). It was agreed that an application for an investigation be submitted.</p>	<p></p> <p style="text-align: center;"><b>SM</b></p> <p style="text-align: center;"><b>SM</b></p>

<p><b>iii. SilverHelme Environment Weekend 16/17 October 2021</b> Chris reported that he was continuing to liaise with Kieron and Ben Goldsworthy, who was leading on this, to finalise arrangements. A number of possible projects/tasks were discussed and noted.</p> <p><b>iv. Wi-Fi Systems and CCTV – Littledale</b> Chris reported that the wider Wi-Fi system was still not operational. He had not had an opportunity to raise the CCTV issue and would report on this at the next meeting.</p> <p><b>v. Public climbing on rock faces near SilverHelme</b> Tony said that he would take the opportunity to investigate this reported occurrence when he attended the Environment Weekend.</p>	<p>CS</p> <p>CS</p> <p>TA</p>
<p><b>3. Treasurer’s Report:</b> CAF Bank account balance on 6th September £41,221.55. (That day £41,471.29) £45,200 on deposit. Hampshire Trust Bank has £20,200 earning 1% which matures on 18th September 2021. (Account now closed interest £201.10). £20,000 moved to Redwood Bank on 35 days’ notice. A further £25,000 is at Redwood Bank, earning 0.8% maturing on 17th May 2022. Total funds = £86,671.29.</p> <p>There has been no Capital expenditure this year to date. Other expenditure to date is £11,680.55. Income from bookings to date £4,501.14. The insurance cover for both sites has been amended to reflect the change in valuation following the report from Fisher Wrathall. This amounted to additional payments to Unity Insurance of £25.35 for Littledale and £40.61 for SilverHelme.</p> <p>Ray proposed that in view of the large sums currently held that £20,000 be invested in Redwood Bank at 0.7% on 35 days’ notice also. <b>This proposal was agreed.</b></p> <p>In answer to a query from Ray, Chris reported that the sums owing from the Silverhelme ESU in respect of their use of SilverHelme would be invoiced by the Booking Secretary in the near future as the Unit had recently indicated that they would soon have the funds available.</p> <p>It was agreed that the use of Littledale by Buzz ESU should be subject to the same terms and payment.</p> <p><b>Storage Facilities for ESU Equipment</b> Chris reported that Silverhelme ESU had requested facility for the storage of their equipment on the SilverHelme site. The ESL had a redundant wooden building that would serve the purpose. Also, District Explorers were looking for a similar provision at Littledale. Ray suggested that it might be preferable for the District to provide both buildings in order to maintain control in the event of any future developments/disputes. Following extensive discussion, the need for a clear written agreement on upkeep and maintenance was emphasised. The need for planning permission would also need to be clarified.</p>	<p>RS</p>

<p>It was affirmed that these buildings would be allowed on the sites as they were for Units under the District's aegis; similar proposals from Groups would not be permitted.</p> <p>To proceed Steve requested that Chris prepare a written proposal with photographs (SilverHelme) and sizes and proposed locations for consideration by the ACMB.</p> <p><b>Buildings at Littledale – Update</b> The one used by the Penwortham Group was in an acceptable condition and there were no issues. The 13<sup>th</sup> Lancaster Group were preparing plans for a major refurbishment of their facility. The Group had agreed that they would improve the 'path down to the beck', which would also include disabled access. It was confirmed that the Group owned the building only and not the land.</p> <p><b>Building Reinstatement Valuations</b> In response to a query from Steve regarding the process Ray indicated that these were carried out every 4-5 years and used for insurance purposes. The value of contents was an educated assessment. Tony highlighted that the value attributed to the Toilet Block at SilverHelme was way below the cost of building it. Ray explained that should the building be damaged the basic structures would still be there – hence the lower value to replace.</p>	CS
<p><b>4. Operating Group report - Bookings:</b> Chris reported that as bookings were now coming in the new booking system was exhibiting some issues mainly with invoicing and email addresses. The Booking Secretary was hoping to address a future All leaders Meeting concerning discrepancies between booking numbers and actual numbers. She was keeping in touch with Darren Phillips regarding correcting issues on the system.</p> <p>A number of matters were raised at the recent ACOG meeting: <b>Restricting bookings to 2 per site</b> would continue for the time being and would be reviewed in light of experience. Reported issues at SilverHelme being looked at – Toilets drain problem, surface water down main drive, Toilets roof covering lifting. At Littledale – roof tiles on toilet building, archery range needing attention, tomahawk throwing being introduced. It was agreed that the Littledale Warden would be supported by the ACMB in refusing to hand over the archery equipment until the certificated leader/permit holder was present. The system for identifying permit holders was discussed. These were listed on the District Website but might benefit from being simpler to access for Scouting organisations. Lonsdale were not allowed to provide instructors to outside organisations as we are not registered under the ALAA Adventure Activities Licensing Authority.</p> <p><b>Defibrillator Provision</b> The provision of this equipment for both sites was discussed. One suggestion was that the cost of these might be a fundraising project for Explorers. Alternatively, another source might be a charitable provider. The DC agreed to investigate. Maintenance and checking of the equipment was an important ongoing issue and would need to be clarified -service and maintenance packages were available at a cost.</p>	DC

<p>The DC pointed out that it would make sense for both Wardens to have a current first aid qualification if this facility was installed.</p> <p><b>Scaffolding for roof work</b> Ray suggested that purchase of movable scaffolding to enable safe working on roofs etc. would be beneficial. Options would be considered.</p>	<p>CS</p>
<p><b>5. AC's Strategy and Long-Term Plan</b> Steve requested members to read these documents again prior to the next meeting with a view to prioritising action. Priorities might then be costed. Legacies could be very useful in funding projects and might be considered for being promoted.</p>	<p>All</p>
<p><b>6. Health &amp; Safety</b> Tony reported that his work on the Fire Risk Assessments had been on the back burner during the pandemic but he was now reviewing these again. There would be a number of remedial actions for the Wardens to now pick up.</p>	<p>TA</p>
<p><b>7. Any Other Business:</b> <b>Helpers at the Activity Centres</b> A list of the 'Wednesday' helpers at SilverHelme has been requested in order to register them on 'Compass', to have them DBS'd and to ensure that they have done the required safety training. This was still outstanding. The same applied to the cleaner at Littledale. All need to be registered as Occasional Helpers. Tony confirmed that Insurance provision had been made for these 'unnamed' individuals nevertheless.</p>	<p>CS</p>
<p><b>8. Date of next meeting:</b> 24 November 2021 at District Headquarters.</p>	