

**MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 9 January 2018 at District Headquarters, Moor Street, Lancaster.**

**Present:** A Kayll (Chair), A S Hague (Secretary), T Andrews (District Chair), T Bond, D Ryan, K Ryan, M Woods

**Apologies:** C Dewar (DC), R Salisbury, D Wilkinson.

**1. Chair's Opening Remarks:**

Following his recent appointment by the District Executive Committee Andrew welcomed everyone to the meeting.

**2. Minutes of the Last Meeting:**

The minutes of the meeting held on 1 November 2017 were accepted as a correct record.

**3. Matters Arising:**

- a. The updated ACMB section of the District's Governance Document had been forwarded to the District Executive and had been received at their last meeting.
- b. B4RN – This Broadband facility had now been installed at SilverHelme. Coverage of the signal was being reviewed.
- c. Group buildings at Littledale – The respective 'owners' had been contacted.  
**13<sup>th</sup> Lancaster:** Replied to say they wanted to keep the building and will be refurbishing in due course.  
**23<sup>rd</sup> Lancaster:** Also replied to say they wanted to keep the building and will be refurbishing. The area round the hut had now been tidied up.  
**6<sup>th</sup> Penwortham:** Mick reported that safety fencing had been erected to mitigate the risk of falls on the hillside. It was understood that the building had been insured by the Group for £5,000.  
Tony agreed to check whether the other two huts were insured by the respective Groups.

**Action: TA**

**4. Structure of the Activity Centres Management Board:**

- a. Current Terms of Reference.

Tony outlined the history of his involvement with the Activity Centres resulting in the production of the Terms of Reference document. The model proposed and accepted basically involved the setting up of two groups, an Operating Group for each Centre with delegated funds and a Management Board for overall management – this latter function was the area that had perhaps slipped.

- b. Outline of amendments recently approved by the District Executive.

To take matters forward the DC had proposed at the Executive Committee meeting the identification of five individuals to be responsible for the following elements of the management and operation of the Centres: - Development, Grants, Marketing, Activities and Health & Safety. It was acknowledged that finding these people would be a challenge.

**5. SilverHelme Toilet Block:**

- a. Progress update.

Keiron reported that the building, electrical and plumbing works had all been completed. The Building Inspector's report was awaited. Internal painting had been carried out and railings placed around the disabled toilet access slab; these had been taken from near the Lodge where they were not fulfilling a useful function. Some further work was required to raise the level of the area below the outside sink slab.

Internally, no financial provision had been made for toilet roll holders, brushes, sanitary fittings etc. Andrew agreed to investigate what might be provided through a contact of his. Mick also indicated that there were spare toilet roll holders at Littledale that might be utilised. Tony agreed to get a price for the hire of sanitary bins at both centres. The time volunteered by the plumbers in doing their work was gratefully acknowledged.

**Action: AK, TA**

b. Financial report.

The financial report was received. A copy is attached to these minutes. It was understood that no further major bills were anticipated other than perhaps a sum of approx. £250 required to cover the fittings mentioned.

The question of an official opening of the Block was considered and Tony agreed to raise this at the next Executive Committee meeting

**Action: TA**

**6. Budget 2018:**

a. Draft proposals from Activity Centres Management Board Treasurer.

The treasurer's draft budget proposals document was considered.

b. Questions:

(i) Telephones costs.

It was felt that the payphone costs might be reduced and Andrew agreed to investigate options. The Board agreed that there should still be a payphone available at each Centre so that campers could contact home if required.

**Action: AK**

(ii) Honoraria payments.

Dorothy reported that the Board treasurer paid each of the two cleaners £1500 per annum in two instalments.

(iii) Professional fees.

Tony indicated that this sum was in relation to solicitor's fees concerning the SilverHelme mast, which would be £750 plus VAT. Also, fees to the Scout Association Trust Corporation for their work on the matter.

(iv) Training - chain saws.

It was not understood what this item referred to as both Wardens indicated that they had external certificates for the use of chain saws. Both items of equipment in question were personally owned.

The queries would be discussed with the Board Treasurer at the next Finance Sub-Committee meeting following which the budget would be submitted to the District Executive meeting.

(v) Remedial work arising from inspections conducted by Lancashire Fire and Rescue Service.

Report awaited.

c. Repairs and Maintenance Budget to be Operational Budgets (managed by Centres' Operating Groups).

Agreed.

d. Charges 2018.

Centres usage figures provided by Dorothy were considered. Following some queries Dorothy agreed to check the figures and report further. It was suggested that some qualification of the figures would be useful, for example, to statistics distorted by the one-off District Cub camp at Littledale.

Tony highlighted that the reporting of Centres usage figures was an annual requirement.

No recommendations were made in respect of revised charges pending further investigation of usage figures.

**Action: DR**

**7. Bookings update:**

Dorothy provided an update on the latest position.

#### **8. Littledale report:**

Main issues at Littledale reported by Mick were a further large land slippage by the top road and a request to reinstate the path to the archery area. Andrew and Tony agreed to meet with Mick at Littledale to walk round the site to review possible actions.

**Action: TA, AK**

A new gate costing £180, authorised by the previous Board Chair, had been installed by the Silver Birch campsite. Following the recent storms there were some trees to be cleared from the beck.

#### **9. SilverHelme report:**

Kieron highlighted some maintenance work that would be required on the Mortimer centre. Owing to his personal circumstances there would be a need to look to find some relief wardens in the near future. It was suggested that a request could be placed in the Lonsdale E-newsletter .

**Action: ASH**

#### **10. Health and Safety:**

a. Incidents. No incidents reported since the last meeting.

b. Visit by Lancashire Fire and Rescue Service. Official report still awaited.

c. Site risk assessments.

Tony reported that the District Executive had approved a global health and safety policy at their last meeting. There was now a need to walk around the two centres and list risks. He indicated that he would be happy to do this and a policy statement would be drafted thereafter.

**Action: TA**

#### **11. Any other business:**

Nil.

#### **12. Date of next meeting:**

Thursday 1 March 2018 at DHQ.