

**MINUTES OF MEETING OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 26/02/18**

**SEDERUNT:**

K Fowler (Chairman), RS Bond, ARF Scott, GM Taylor, CA MacDonald.

**APOLOGIES:**

HD Kirkpatrick, G Kitchener, J Lawton, B Southern.

**IN ATTENDANCE:**

R Mohammed.

**MINUTES:**

The Minutes of the meeting of 15<sup>th</sup> January 2018 were read, approved and signed.

**MATTERS ARISING:**

(i) Mr Scott will speak to Alistair Mathieson about writing the agreement on the HSC/HSL division. **ARFS**

(ii) We will look at the area round the bins in the spring. There had been a comment from a member about this area, so our action is reflecting club opinion.

(iii) Mr Taylor will speak to the personal trainers and Gordon Burns about painting the small weights room. He is also carrying out a monthly walk round the premises with Gordon to note any repairs. **GMT**

(iv) Mr Bond said he would circulate the feedback from the sections on the ground maintenance survey to the Board, and pass on to the sections the actions taken as a result. **RSB**

(v) Mr Fowler said that the Tennis section are carrying out the monitoring relating to the grant award; Glasgow Life have been very helpful in providing support for this exercise.

(vi) Mr Scott outlined his plans for a sponsors board near the entrance to the club – this would show the names of sponsors who had taken advertising boards around the playing areas. He will get estimates for the cost and bring the information back to the Board. **ARFS**

**CORRESPONDENCE:**

A letter has been received from the Tennis section complaining about litter in the area at the back of the clubhouse near the entrance to the tennis courts. It was agreed that we need to do a general tidy up for the spring around the grounds, but Mr Taylor will speak to Ross about getting CST's co-operation in keeping this area clear. **GMT**

**REPORTS:**

**Finance** – Jennifer had circulated the accounts and her comments on the position so far. Income is relatively flat year on year at £18,700 this year vs £18,500 last year.

Costs are up £1,100. This is mainly water charges, partially offset by lower heat and light and savings on professional fees as no general manager costs this year but we did have final payment / invoice for Carlos Alba PR in this year's results. Section expenses are up as that is

where £800 of pitch hires are included for January for HJRFC hires and finally bank charges are up as we have BrightLime vs Ceridian this year.

Depreciation is up, principally due to new tennis courts depreciation included this year vs not last year at this time.

So after all this a slightly larger loss for the month than last year.

Cash is £34,200 in main accounts and excluding sinking funds but as before VAT which will go out early Feb, payment run done today for Feb and LTA have still not taken a loan payment from us nor recouped the overpayment, so when we take all that into account, the underlying figure comes down to around £13,000.

2018 Budget meeting still awaiting a date to be confirmed but this will be before the AGM.

No success in finding a fundraiser so this is back to the other directors on the Board to brainstorm other people they know who could take an active role for that one.

**Membership** – Jennifer was successful in getting someone to help with membership, Lizzie Miller, and they have been working with Mr Fowler to streamline the transfer to BrightLime. We no longer have to send the paper forms for direct debits, so this has helped our cash flow with the ending of people having perhaps a month free before their first payment came off. Membership payments can now be made on line, which is recorded by BrightLime and a welcome letter is issued; the membership card can then be collected from CST. There are still some odd items to be sorted but very soon all renewals and chasing of payments will be done by BrightLime. We hope to have a monthly report of membership categories, which can be sent to the sections; this should show up cancellations.

**Café Source Too** – Mr Taylor said he had identified a range of prices being charged for bookings in the clubhouse and was trying to identify which groups meet here and what is paid; he intends to standardise these payments. He has been speaking to Ross about more use of the Yill Hoose bar area, and perhaps installing a coffee machine there. From one or two comments locally, this area is still seen as a members' bar, so a push will be made to emphasise that it is open to the public.

Mr Taylor reported that a girl had suffered a cut foot during a function; a glass had been broken and she stood on the broken pieces before it was cleared up. Her father is now suing us, and our insurers have indicated that, because CST does not have an explicitly written policy on what to do when there is a breakage, we are liable. It was agreed that we should speak to CST about creating a file of such policies to deal with all possible problems, if this is an insurance requirement. **GMT**

Following on from this, it was agreed that we need to formalise a Health and Safety policy, bringing together all requirements in this area.

**Schools** – Mr Taylor said that the school had been using the grounds regularly the last few weeks and he has a good rapport with the staff involved about which areas to avoid.

**Buildings** – It was agreed that we should speak to Billy Smith about organising a meeting with some smaller firms who might be more receptive to our requirements. We need to seek new quotations for the maintenance contract.

Gordon Burns has been looking at the doors and is looking at other maintenance as spring approaches.

**Grounds** – The container has been put in, and the seed and fertiliser has been delivered and is stored in the new container.

There is a problem with drainage in one area on the main pitch and Mr Taylor thinks it will need gravel banding. He will seek quotations for this work. **GMT**

He has asked Gordon Burns to repair part of the fence which has fallen down.

There will be an inspection visit for the cricket square before the season starts, as the final part of the contracted work on this part of the ground.

The Cricket section are discussing maintenance work on the cricket hut.

Mr Taylor is meeting Bill Gillespie and representatives of the Cricket section to look closely at the placing of the new nets; the resulting report will go to the Cricket section, copied to the Board. The Cricket section will send the planning application to Mr Fowler. **GMT**

Mr Taylor noted that the Tartan Touch would be starting in June on the training area.

**Governance** – the summer sports dates for the outside licence need to be submitted shortly. Mr Fowler will supply the Tennis ones. **KF**

**Community Hub** – Mr Fowler reported that Shona has been doing good work in establishing links with the local schools and hopes to set up links with Notre Dame next.

**Other Partners** – Kathleen will be publishing a new schedule of classes and personal training sessions soon. She has asked that we purchase six Reebok steps at a cost of £300; this was agreed.

Mr Fowler has spoken to Anytime Leisure about a possible replacement plan for the gym equipment. He will circulate it to the Board. Mr Scott noted that some of the Rugby section had commented that the equipment was beginning to look worn. **KF**

### **STRATEGIC PLANNING:**

We are aiming at the week beginning 16<sup>th</sup> April for the AGM. This depends on having the accounts ready for issuing the notice of meeting within the required notice period. Mr Fowler noted that he intended to stand down as Chair. Mr Taylor and Miss MacDonald said they would continue on the Board. We need to check everybody's intentions and who is due to retire by rote.

### **A.O.C.B.:**

(i) Mr Taylor said that HJRFC and Jordanhill School have reached an agreement for joint age group teams to play on their pitch and for them to supply coaches and organise transport for

away games; we would allow them to train on Hughenden on a Monday evening. The cost for these players would be £70, with £30 going to HSC and £40 going to the school. This arrangement would be open to players from Hillhead and Hyndland as well. The Board agreed that this seemed a sensible way forward.

(ii) There was a lengthy discussion with Ramzan about how the club is organised and run. Mr Fowler said that the main aim was to provide a sustainable leisure facility for the community, and Mr Taylor noted that it had to be run as a business, which has caused some tensions with older members.

**DATE OF NEXT MEETING:**

Monday 19<sup>th</sup> March 2018 at 1830 hours in Hughenden - tbc