

MINUTES OF MEETING OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 15/01/18

SEDERUNT:

K Fowler (Chairman), RS Bond, HD Kirkpatrick, G Kitchener, ARF Scott, GM Taylor.

IN ATTENDANCE:

J Lawton, B Southern.

Sympathies were expressed on behalf of all the members to the family of Dave Berry, who had died recently.

MINUTES:

The Minutes of the meeting of 20th November 2017 were read, approved and signed.

MATTERS ARISING:

(i) Mr Kirkpatrick is speaking to some of the rugby members about writing the agreement concerning the division of HSC and HSL. **HDK**

(ii) Mr Taylor and Mr Kitchener have looked at the area around the bins and think that with careful measuring, we could put up a palisade around the bin area without causing any problems of access for the lorries. They will look at costs for this, with a view to doing it later in the year. **GK, GMT**

(iii) There has been no notification about any further progress on the parking regulations in Hyndland.

(iv) Mr Kirkpatrick will rearrange the meeting about legionella testing. **HDK**

(v) Mr Taylor said he would speak to the gym staff about getting the small weights room painted. **GMT**

(vi) The agreement of the contract with CG Grounds and Gardens had come up for its annual review; the Board had discussed this without any contribution from Mr Taylor and had decided that an increase of 5% on their fee was appropriate. Mr Fowler will sign the new contract. **KF**

(vii) In view of succession planning for the Board, there was some discussion about a director having an interest in a company employed by the Trust. Miss MacDonald advised that the Memorandum and Articles of Association require that any director who has an interest in any matter being considered by the Board should declare this as a conflict of interest and not participate in the discussion.

REPORTS:

Finance – Jennifer said that she had circulated the December management accounts and is working on the year end accounts, with a view to the audit being carried out in early February.

She said that trading in November and December had brought income up in comparison to last year but overall there is only a small profit in comparison with last year. We finished the

year with quite a large cash balance in the bank, but there were substantial payments to go out in a pay run on 1st January, so a year end position of around £14,000 is more likely. The LTA have made an overpayment which will have to be addressed. We have now got £11,500 in the sinking fund by putting away £1,400 per month. She is hoping to have the audit started in early February, and will work towards having the statutory accounts ready for an AGM date in the second half of April.

Jennifer has been working on the budget for next year and thinks that overall it looks as if we will be looking at increased expenditure so we need to prioritise where and when we spend. She thinks we need someone working specifically on the membership, so has allocated £3,000 for this. We need to look at overall marketing, and to consider what we can expect from Glasgow Life relating to the Community Hub, as well as any CST input towards marketing. (A January payment for Carlos Alba's work concerning the bar will be made, then this will be CST's responsibility.) Professional fees look as if they will be fairly static, but bank charges and costs for BrightLime are likely to go up. We have agreed to budget for pitch hire for the Rugby section, so we should also look at costs for other sections in this area – the Cricket section have an expenditure of around £750 for their indoor training. We need to plan the various projects which involve capital expenditure since doing everything in the spring would not work with the cash flow. The work on the cricket nets is budgeted as being a £7,000 contribution each from the Trust and the section, with the other funds coming from grants. Mr Bond will check with the section what progress has been made here. The main expenditure is the work on the floodlights, where we had budgeted around £7,000 this year but costs have now risen to closer to £24,000. This work would need to be carefully phased so that we do not go into overdraft. We need to plan for replacing the water tank. Also we need to have a plan for replacing the gym equipment and for future investment in this area. Mr Fowler has been speaking to a specialist in this type of operation and will report after a meeting. Jennifer pointed out that we don't have the money to fund all these projects but that if we had a fundraiser who could approach grant awarding bodies or possible sponsors, we would have a much better chance of moving forward on everything rather than having to plan things in turn. She said she would approach some members who have expertise in this area.

The Board read and agreed the terms of the renewal of the overdraft facility offered by the Co-operative Bank, and instructed the Chairman to sign the Facility Letter. **KF**

A meeting to decide on the budget for next year will be arranged shortly and will report to the next meeting.

Membership – Mr Bond said that he felt it was essential to get someone to take over the membership work. Jennifer has spent around 60 hours trying to chase the unpaid names; she sent some 175 individual e-mails, and if she got no reply after two attempts, followed this up by post. If there was no reply to that, the name was deleted. This has resulted in additional membership income of around £12,000. Mr Fowler thanked her for this work, and said that he felt that we now had around 95% of the membership sorted out. There are still a few problems to be sorted with BrightLime but it looks as if we are almost there. Jennifer will see whether she can find someone willing to work on the membership.

Café Source Too – Mr Taylor and Mr Fowler are meeting Carlos Alba and CST to discuss the bar in the next few days. There have been some promotional fliers in the local area in the last few weeks, and it will be made clear that this is CST's responsibility. We are still liaising with Walker Wylie about their sponsorship and contribution to the costs of promoting the bar.

Schools – Mr Taylor noted that he had attended the Hillhead Christmas concert which was a great success.

Buildings – Mr Kirkpatrick said that there have been no recent problems with the cleaning. However he is still having difficulties with Emtec over various issues, some of which have been reported since October. He will pursue these but feels that we should be looking at alternative contractors when this contract comes to an end. Mr Taylor said he had spoken to Billy Smith about this and put them on a 6 week notice of intent; he will now speak to him again. We will also ask him for names of other possible companies to ask to tender in April when the contract comes up for renewal. **HDK, GMT**

Mr Taylor said he had spoken to Gordon Burns about a maintenance contract with a possible budget of about £500 per month for small clubhouse repairs. A monthly inspection would be carried out and anything costing over £150 would be brought to the Board for approval before being decided. This was seen as a good idea and Mr Taylor will take it forward. **GMT**

Jennifer noted that the water charges had again risen in December, but this may just reflect the increased trade over the Christmas period. We will notify CST and continue to monitor the usage.

Grounds – Mr Taylor said that he was concerned at how wet part of the main pitch is becoming, and is looking at perhaps sand slitting it at the end of the season. He will check prices now to see whether this is possible. **GMT**

Mr Kirkpatrick outlined the various costs now being quoted for the work on the floodlights, and said that he would talk to Hallidays about a two phase plan of doing the work or a longer payment period, if it needs to be done as one piece.

An approach had been made about using the ground for TartanTouch. Mr Kirkpatrick said that this is an SRU backed initiative, and Lindsay Smith has asked them for more information about what it involves; this will be passed on to the Board as soon as it arrives.

Governance – Mr Kirkpatrick is progressing the agreement on the division between HSC and HSL, as noted above.

We need to collect the summer fixture dates for submission to the Licensing Court.

As noted above, we are aiming at an AGM date in April.

Other Partners – Mr Fowler reported that the gym seems to be working well just now, with the Personal Trainers doing well. Kath has produced an updated list of the classes we offer.

Sections – Mr Fowler will speak to the Tennis section about how they are monitoring their activities for all the LTA reporting requirements.

Mr Kirkpatrick asked that the Rugby section's Burns Supper should be advertised in the next newsletter.

Mr Scott said that he was still working on arranging a board for all section sponsors.

Mr Bond said he felt that we should reply to the Cricket and Rugby sections regarding their points in the recent questionnaire to say what we have done to address these concerns.

Mr Bond asked if it was possible for the Board to co-opt members between AGMs. When this was agreed, he said he would approach a member of the Cricket section about possibly joining the Board.

DATE OF NEXT MEETING:

Monday 26th February 2018 at 1830 hours in Hughenden.