

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 23/10/17

SEDERUNT:

K Fowler (Chair), RS Bond, HD Kirkpatrick, ARF Scott, GM Taylor, CA MacDonald.

APOLOGIES:

G Kitchener, J Lawton, B Southern.

MINUTES:

The Minutes of the meeting of 18th September 2017 were read, approved and signed.

MATTERS ARISING:

(i) The small weights room still needs to be painted.

(ii) The agreement with CST about the division of costs still needs to be written; Mr Kirkpatrick will speak to a lawyer in the Rugby section.

HDK

(iii) There is still a problem with spectators encroaching on the cricket square, even when it is fenced off. Mr Taylor will try putting in more substantial plastic pins.

GMT

(iv) The rugby posts will be moved in the next few days.

GMT

(v) We still need to look at the bin area, perhaps even give up a parking space to keep the various bins in a suitable area.

(vi) Mr Bond said that while considering the ground maintenance contract, he had been identifying the fact that we don't really have a good avenue for users to contact the Board or even the ground staff. He suggested we should canvas the playing sections and the regular users and ask for their comments and ultimately establish a method of forward planning on the grounds. He will prepare a user group questionnaire.

RSB

CORRESPONDENCE:

Mr Scott noted that an e-mail had been received from a resident in the flats complaining about the noise from people using the training pitch.

REPORTS:

Finance – Jennifer had submitted a report saying that we are still broadly on budget for the year to date but that we are down on the comparison with the previous year. This can partly be explained by a lower than anticipated subscription income in September, a backlog of annual payers, and around £650 direct debit defaults in the month. CST turnover percentage income is also down on last year.

The overall grounds costs are broadly stable year on year - ground labour savings are offsetting increased costs, although in costs we have for example got £3,500 this month for cricket square renewal which was not incurred last year.

Upkeep of premises is up on last year, partly caused by grease pumping and for repair to no.2 pump. There was a high electricity expenditure in the month as Corona reissued several

invoices for July/Aug as higher values. In addition we have water which as we know is up on the year to date.

There are large payments to be made in October for payment run to suppliers, extra Corona payments for electricity, payment of tennis court retention amounts to Ecosse Sports, possible repayment of extra funds received from LTA of £5,200, upcoming VAT bill (to be paid in early November, will be around £3,500). At mid-October, we will be down until we get the subscription income, so we must make a big push to ensure all subs income due is actually being received.

On top of cash noted above, we now have a new line in balance sheet as we have set aside amounts for both general reserve and LTA tennis funding reserves. It has been set up as an automatic entry on the account now, so it should set aside £500 general and £900 tennis reserve every month.

Membership – Mr Scott said that he was moving forward with the change over to BrightLime; it should be changed over on 1st November. At that stage, he hopes to step back from the administration of the membership system.

We need a contact in each section to check names against playing members. Cards will be given to CST to issue to new members once their direct debit details are processed on line.

He hoped that Jennifer can write to the outstanding annual payers who have not responded to e-mails or texts.

He said that there had been a good uptake of new members from the Rugby section. He reckons we have around 970 names at present, so realistically around 900 members, if we discount the number of unconfirmed members we have on our list.

Café Source Too – Mr Taylor reported that the work on the bar is almost completed and that there should be a series of opening events during the next month, such as a gin tasting, networking events, a quiz and music nights, probably on a regular pattern. CST have found someone to work on promoting this, and Mr Taylor is in contact with a possible sponsor who would contribute to the funding for this. He will get an agreement on this firmed up. **GMT**

Mr Bond said that he thought the numbers for the Cricket dinner were almost a hundred. He asked that the door between the bars should be shut, especially during the speeches.

Grounds – Mr Taylor noted the report on the floodlights and also the problems with spectators going onto the cricket square.

He said that we are hoping to have another container put in within the next few weeks; once in place, it will be painted. The cost will be £950 plus VAT, and £500 to install.

Buildings – There are no issues over cleaning that we are aware of. They have a new manager for Hughenden and contact will be made over the next couple of weeks.

We are still having to chase Emtec for certain issues such as the dampness in the CST gents' toilets which needs to be investigated.

There has been no progress over the external decoration.

MacKenzies have declined to price for the replacement floodlighting. We are still trying to get a price from Hallidays despite numerous e-mails. A price was received from one other contractor which was four times the budget. So we have price enquiries out to a fourth contractor which should have back for the end of the week.

The sump pump was fitted a few weeks ago.

Governance – There has been no comment from the police regarding the autumn and winter dates for the outside licence, so it appears that they are acceptable.

We need to check the named person from CST is up to date.

GMT

Community Hub – During the autumn Active Schools will be delivering some indoor tennis activities which will be followed by sessions here and they are hoping to repeat this with cricket in the spring.

There are new publicity pamphlets in preparation and new signs; the Great Western Road signs should be available within the next fortnight. Mr Kirkpatrick said that the Rugby section would like to put up a sign near the side of the training pitch; there was some discussion about making this large enough to be used by all sections for sponsor names.

Other Partners – Mr Fowler and Mr Taylor had been involved in discussions about servicing the gym equipment, where some work had been done, then more had been needed. It seems likely that we need to look at a replacement programme since it is nearly five years since this was last done. Possible options will be considered and a report will be made at a future meeting.

KF

A.O.C.B.:

(i) Mr Taylor noted that there had been difficulties with the sports camps during the October week because of the bad weather. It was agreed that we need to look at the pricing structure for events like this, when they potentially use so much of the facilities.

(ii) We need to carry out legionella training, with representatives from the Board and CST in attendance. Mr Kirkpatrick will organise this.

HDK

(iii) The parking consultation meetings for the local area were noted. This may have implications for us both in parking by non-members in the grounds and in parking on match days.

DATE OF NEXT MEETING:

Monday 20th November 2017 at 1830 hours in Hughenden.