

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 14/05/18**

**SEDERUNT:**

GM Taylor (Chair), RS Bond, HD Kirkpatrick, R Mohammed, CA MacDonald.

**APOLOGIES:**

K Fowler, G Kitchener, J Lawton.

**MINUTES:**

The Minutes of the meetings of 19<sup>th</sup> March 2018 and 23<sup>rd</sup> April 2018 were read, approved and signed.

**MATTERS ARISING:**

(i) Mr Scott is still working on the sponsors board, looking for another quotation since the first was more expensive than he had expected. Mr Kirkpatrick will follow this up. **HDK**

(ii) Paul has not yet said what colours should be used for the gym and weights room painting. This will be done soon. **GMT**

(iii) CST have put up disclaimer signs about general safety precautions in the function room, after the claim over glass on the floor. The final cost of the claim was less than had originally been suggested.

(iv) Cameron will monitor the area at the back door to see that litter does not build up.

(v) Mr Mitchell had intimated that his application to the Heritage Lottery Fund to build a website with Hillhead High School had been rejected. However plans are still in place to commemorate the ending of the war in November and to create a lasting memorial of some form. **CAM**

**CORRESPONDENCE:**

Mr Fowler had sent a letter to the G12 group warning them about using areas which they had not booked, since this had been a problem with other groups who found their place was taken. There has been no reply.

**REPORTS:**

**Finance (includes Membership)** – Jennifer had submitted the accounts and her comments on the position this month.

The overall position has improved a little on Feb and March but is still significantly down on last year.

Subscription income is down on same period last year. [Lizzie and I continue to work on this - see comments below and from March Management Accounts also].

Costs are up by around £4,000 for same period last year - as you will see from attached the key drivers here are additional costs for membership work, Shona Ross as community liaison ambassador for club, additional bank charges and for BrightLime this year vs Ceridian last year and higher section expenses - principally higher HJRFC pitch hires and HCC winter practice net costs.

We need however to continue to monitor discretionary spend and reduce / defer where possible until such times as results recover and we get to the bottom of all of the membership related matters. I have put the draft budget for the full year in here as well for reference and to aid further consideration / discussion as to areas where spend may be reduced.

Cash excluding the sinking fund a/c was also significantly down as we have had to pay in April for Aitkens costs and large repair bill from BURNS Joinery for the downstairs doors and also paid auditors 50% of their fees for y/e 2017, and higher run rate on water charges, and payment of Tennis Scotland fees.

### **Membership**

As noted in March a/cs commentary notes there is still a lot to do. We have:-

c.30 direct debits that have not been set up properly around the time of the migration to BL so Lizzie is having to work through each one to correct, liaise with member and then also collect arrears. Total arrears from this subsection were sitting at c.£1,500.

I have now checked the list of 78 that Andy said he did not think had transitioned correctly to BL. I can confirm bar 3 that Lizzie is now following up on that the remaining 75 are on now correctly reflected on BrightLime..

We have worked through Cricket members with assistance of John Ferguson and all their players are now accounted for and paying correct subs.

I have worked with Gordon McGuigan re another 12 or so children who weren't on BL but have been paying "member" coaching fees and not the higher "non-member" fees - so half of these have now joined and the remainder will now require to pay higher non-member coaching fees to HTC.

Then we have various o/s actions in HJRFC that I am about to follow up on again after this - we had 15 adult players in women/mens teams that no record on BL, then a further 14 junior rugby girls not appearing on BL and I now have a listing from Ken Grierson of junior / mini boys that need to be worked through too to identify anomalies there and recover funds as appropriate - there are some 20 or so of these that we have not recovered funds from in season.

Once this is done then we will look at Adult tennis position.

Mr Bond will check with Lizzie whether the gym numbers agree with the membership records.

**RSB**

Lizzie is now sending annual payers reminders monthly so that is all up and running and up to date with all May reminders already out.

People can now pay by Sage pay online and existing Paypal facility is also still live as well. Lizzie and I are noting a few anomalies with Sage pay as well so have to work through that next too after this email to get 100% confident that all funds are being received through this new route by doing a cross reference from bank back to Sage and BL and ensuring all are in alignment.

We are checking the GDPR process with BrightLime.

**JL, CAM**

One problem area identified is the enquiries which come in to the club. It was suggested that each director might be responsible for checking on a weekly rota.

### **Budget**

The latest draft budget was circulated and discussed. The key areas will now be firmed up.

I think that is probably the key areas summarised. I would continue to stress that we keep costs as tight as possible until such times as we can get all of these membership matters resolved and all income caught up as appropriate.

**Café Source Too** - Mr Taylor said that he and Jennifer would soon be meeting Ross and Richard to hold the annual review meeting. We would attend with our figures, so that we can answer their queries about adjusting the split over the rates. This was not seen as feasible since the question of rates was part of the division of activities relating to our CASC status which led to the setting up of HSL. **JL, GMT**

**Schools** – Mr Taylor said that the school would be back to using more of the grounds in the last week in May.

**Buildings** – Mr Kirkpatrick said that Emtec continue to carry out the maintenance work on a month to month basis, while we renegotiate the contract. They will carry out various tests during May.

KJ Tait had worked with us to seek tenders from three companies; their representatives had carried out an inspection of Hughenden last week and interviews will be conducted shortly. Mr Taylor asked Mr Kirkpatrick and Mr Mohammed to assist in this. **GMT, HDK, RM**

Mr Kirkpatrick said that there had been a query about cleaning in the function room one Sunday morning, but that other than that, the cleaning seemed to be continuing well. The cleaners had received a pay increase in line with the Glasgow Living Wage scale.

He said he had found a funding group the Suez Community Fund which taps into funding available through the landfill tax and had made an application to them to help in funding the work on the floodlights. The application had passed the first stage, so he is now completing stage 2, with assistance from Shona regarding the number of groups who use the facility and who would receive benefit from any grant. **HDK**

**Grounds** – the recent good weather has helped the grounds greatly, with the **cricket** square looking very good. However the dry conditions mean that parts of the training pitch may need to be reseeded.

We have a problem with the tractor which is over twenty years old and had recently started smoking. Mr Taylor will get the consultant to note what is wrong and what it would cost to repair, but he said that he felt we may find it cheaper to look at a replacement. He will look at prices of second hand compact tractors. Once he knows what all the options are, he will circulate the information round the Board **GMT**

**Governance** – Miss MacDonald said that she had heard that someone had been unable to take a drink outside to a tennis event recently; in view of this, she suggested that we should give CST the list of designated sports event dates which we had submitted to the licensing authorities for the summer season. **CAM**

**Community Hub** – Shona, with assistance from Glasgow Life and all the groups who use Hughenden, has organised an Open day on 20<sup>th</sup> May. She hopes all club members will support this.

**Other Partners** – Mr Taylor reported that he and Jennifer had been working on standardising our scale of hire charges. For the likes of Catherine's gym groups she gives us a hall hire payment for the classes she organises. Lets to groups like G12 and the karate group had been £10 per hour, which would be increased to £15 per hour. For Sport Ecosse and their day

camps, we charge £100 plus VAT per day. This will all be standardised and contracts with existing groups renegotiated if required. He also said that he had been speaking with Shona about the various groups using the clubhouse, and they felt that there might be a case for an overview of the calendar to take consideration of activities which were going to be noisy alongside quieter ones.

**GMT, JL, SR**

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

Areas of responsibility on the Board were discussed.

Mr Taylor will now be the Finance Director, and will continue to oversee the grounds and liaise with CST.

Mr Bond will liaise with Lizzie over membership and the sections; at present he will be the link with the Community Hub, although this may change.

Mr Kirkpatrick and Mr Mohammed will work together over the house duties and particularly over the renegotiation of the maintenance contract, and then on how the house duties might be divided. Mr Mohammed agreed to look at the problems with the water charges and carry out an investigation over this.

Mr Fowler will be asked to continue to run the website just now, although everybody was asked to think whether there was any member who might step up to do this.

**DATE OF NEXT MEETING:**

Monday 18<sup>th</sup> June 2018 at 1830 hours in Hughenden.