

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 19/03/18

SEDERUNT:

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

APOLOGIES:

J Lawton, G Kitchener, ARF Scott, B Southern.

MINUTES:

The Minutes of the meeting of 26th February 2018 were read, approved and signed.

MATTERS ARISING:

(i) Gordon Burns is now working on the repairs in the top floor.

(ii) Mr Taylor has still to speak to Paul about painting the weights room; colours will be chosen and then a quote sought. **GMT**

(iii) Mr Taylor reported that CST have put up notices about glass breakages and introduced a clear policy on checking the function hall during events. He has also spoken to David Munro about the insurance claim.

(iv) Mr Scott is still working on the sponsors board. **ARFS**

(v) A reply has been sent to the Tennis Section saying that we have spoken to CST about keeping the area at the back door tidy; we have also pointed out that the ambulance gate should not be used for access to the courts, so the uneven ground should not be problem.

REPORTS:

Finance – Jennifer had submitted the accounts and her comments on the position this month. She said it had not been a great month.

February 2018 results were adversely impacted by lower subscription income. We need to focus on this next with Lizzie working on the d/debit o/s debt matters and chasing o/s Jan/Feb 2018 annual payers.

Costs also up for Feb 2018 due to -

Water - an on-going worry but same sort of trends as last year – let's hope they fall away again in March but it is a mystery to me.

For professional fees - my fees are up because of charging this month for 3 months work on membership system / data related matters, then we have further costs for Lizzie and for Shona Ross for time spent by her promoting the club in Jan and Feb 2018.

Ground costs are actually down as last year had the paint purchase (so far nil this year) and last year also had the annual floodlight service in it (done again at end of Dec 2017)

The contribution to section expenses are the HJRFC pitch hire costs - with a late further additional invoice for January plus Feb costs.

Cash is sitting at £24,000 in main Co-op a/c. VAT has been paid in Feb. LTA loan repayments will commence in March 2018.

2018 Budget

If Jennifer can get an update re Floodlight scenarios then we can get a V1 circulated with those amends through it and arrange a time for key members of the Board to discuss / agree upon key assumptions. Mr Taylor said he would firm up the new hire prices structure.

Membership – Lizzie has been working on the annual payers and these are now all up to date and on the new system. She is now looking at some anomalies which showed up in direct debits in the transfer of data. The membership application part is now live on the new system and can be done entirely on line; then the applicant collects the membership card from CST at the front desk.

Café Source Too – As noted above, CST have discussed keeping the area at the back door tidy. The fire policy has been reviewed and a drill carried out.

The annual review meeting will take place after the AGM.

School – Mr Taylor is in contact with the school about their summer usage.

Mr Mitchell has submitted an application to the Heritage Lottery group for producing a website related to the school, World War One and the establishment of the War Memorial Trust. He will keep us updated on progress here.

Buildings – Mr Kirkpatrick reported that the contract with Emtec ends at the end of March; they have agreed to continue working until a new contract is in place. With advice from KJ Tait, tenders have been invited from a number of companies, including Emtec. **HDK**

Mr Kirkpatrick said that he had been discussing with CST doing some redecoration in the spring and summer, especially external work on the windows of the function suite and the frontage there; on the ground floor outside, he is looking at the pillars and walls. **HDK**

Mr Taylor said he had been reviewing the various groups who use the clubhouse, as well as the outdoor usage. He had identified a number of different styles of payment from a per session amount, which may vary from one to another group, to some making donations and others who do not seem to pay. He said that he and Jennifer had looked at this across the board and felt that a standard hourly rate should be established, with perhaps a reduced rate for community groups or making an annual donation. He will work on publishing a new list of hourly rates for indoor and outdoor lets. He noted that there had been some criticisms of some groups for overrunning their let or encroaching on additional areas, so perhaps some user guidelines are also needed. **GMT**

Grounds - Mr Taylor said that the weather has been bad for the spring growth so far; fertiliser has been spread but so far there is no obvious growth.

The cricket square is to receive its spring check on last year's work this Friday.

The work for the change from winter to summer usage will start over the next weeks. The last rugby usage is 13th May, so everything except the cricket area will be closed from Monday

15th May until the beginning of June to allow the essential maintenance. There is a reciprocal agreement to use Balgray on Tuesdays during this time.

An It's a Knockout style let has been agreed for 30th June at a cost of £780 for the day.

Mr Bond said that he had contacted the sections about their comments in the survey. The Cricket section had asked if winter maintenance and fortnightly rolling of the artificial wicket could be added to the list of work; the Rugby section had commented on the wet area on the main pitch and the poor quality of the training pitch recently, both of which were already noted.

Governance – Miss MacDonald noted that the summer dates had been submitted to the lawyer for passing to the Licensing Board and the police. He did not anticipate that there would be any problem with the dates.

Community Hub – Mr Fowler reported that Shona Ross our Community Hub Ambassador had been doing a lot of work with local schools as well as the associated clubs. She is hoping to have a Community Open Day in the early summer.

A.O.C.B.:

Miss MacDonald noted that Marjorie Langmuir had recently been inducted into the Women's Sports Personality Hall of Fame.

DATE OF NEXT MEETING:

A brief meeting will be held after the AGM on 23rd April 2018.