

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 20/08/18

SEDERUNT:

GM Taylor (Chair), RS Bond, G Kitchener, R Mohammed, CA MacDonald.

APOLOGIES:

HD Kirkpatrick.

IN ATTENDANCE:

J Lawton.

MINUTES:

The Minutes of the meeting of 18th June 2018 were read, approved and signed.

MATTERS ARISING:

Mr Taylor reported that he had written a letter to GGC about the parking regulations in the Hughenden area. We have received no specific reply, although we have seen an acknowledgement to Scottish Cricket of their letter of support of the HSC submission.

REPORTS:

Finance - July has been a slightly better month, broadly in line with budget for income with costs below budget for the month.

EBITDA now positive for the 7 months YTD although down on last year.

Depreciation charges are up on last year due mainly to new tennis court depreciation charges with balance being lower EBITDA position.

Subscription income has shown a second positive month in a row; however we are still down on last year. I will liaise with Lizzie and see how much annual debt is still being chased for this year and whether it explains the variance as we are also still down on budget for this year as well. I suspect as last month Lizzie is still working through a number of areas with BrightLime.

CST performance is benefitting, as in June, from the sunny weather with % turnover up on last year for July. For YTD now broadly flat year on year for 7 months to July 2018.

Hall hires continue to do quite well and are up for year to date vs last year. July figures included net income for Beer festival.

Costs are up compared to same period last year - as you will see from attached, the key drivers here continue to be additional costs for upkeep of grounds, membership work, contribution to Shona Ross as community liaison ambassador for club, higher water charges (hope the July bill once received will show a reduction now leak fixed), additional bank charges and BrightLime this year and higher section expenses - principally higher HJRFC pitch hires and HCC winter practice net costs.

The water costs still are a concern. Mr Mohammed thinks there may still be some leakage and he and Mr Kirkpatrick think that the best solution would be to replace the supply line into our property. He will look at what needs to be done ideally, and supply the details to MGB and ask for a quote to do this work. We may need to defer the work because of cash flow but the on going repair costs might balance this out. Once final figures are known, we will consider the best policy. **HDK, RM**

Cost savings vs Budget for YTD have been made so far for upkeep of premises with lower R&M contributing (as no EMTEC fees for a couple of months given retendering and lower run rate on R&M with some work deferred until new contractor in place) plus a further amount as decorating not currently performed (other than Bernie kindly doing work for free) and gym equipment not yet serviced vs budget assumptions but think some of the bicycles are currently requiring repair so this variance is likely to reverse next month. Ground costs YTD are below budget as budget included an allowance for potential "sand banding" work not completed. Finally sundries are also down as have not received a PPL Music licence Invoice (to follow up with Christine as received May last year – nothing has been received since they told us they were altering their invoicing process.)

Cash excluding the sinking fund a/c improved. Majority of debt now settled - CST still have to settle their outstanding service charges. VAT will be paid early August and we have next instalment on LTA loan in Sept.

The purchase of a new tractor needs to be considered carefully. We are already committed to the work on the cricket nets, likely now to take place in spring 2019, and on the floodlights where the grant application will be heard in September. Thus in order to get the tractor which is essential for ground maintenance, we have three options – to rent the tractor, to enter a hire purchase agreement or to take out a finance lease. Jennifer outlined what each option involved and recommended the finance lease option which will involve payments for 36 months. This was agreed so she will set the paperwork in place. **JL**

We need to continue to monitor discretionary spend and reduce / defer where possible until such times as results recover further with objective of improving EBITDA performance in the second half of the year to try and claw back the negative aspects incurred in the first half of the year.

Membership – Lizzie continues to chase up outstanding payments. A meeting was held with the Rugby section and lists of names were exchanged; the Ladies seem to be paid up now but the Men, junior girls and minis still need attention. They had identified that there is a problem with contacting the club on some mobile phones, so Lizzie will take this up with BrightLime. She will check gym memberships with Paul, the new fitness manager.

Jennifer noted that around £2191 in arrears has been collected so far and she thinks there might be as much as £4,000 in total on the system. Lizzie has worked around 30 hours since the beginning of the month, and this seems a great return for the investment in this area. She has identified some anomalies in "family" memberships and is checking these; there was some discussion about what exactly constitutes a family membership. The question of a rejoining fee was also raised; it was agreed that the terms and conditions should be checked and discussed at the next meeting, but it was generally felt that there should be some element of "at the Board's discretion" over rejoining fees if circumstances warranted this.

Café Source Too – There seem to be quite a number of bookings for the Yill Hoose and also for the function hall. However we have still not seen any specific plan for developing this and Conor is moving to the new restaurant later in the month.

Mr Taylor noted that we now have a defibrillator and said we need to get a case for it. The Rotary Club have indicated that they would help with paying for this. On a related matter, it was agreed that we should make sure that there are first aid kits available and that CST have one in the café area.

School – Mr Taylor reported that a cheque for £150 had been handed to the school on behalf of the Liversidge Fund and that Mukadass had been very grateful.

Miss MacDonald reported that Mr Mitchell is working with the school on having a commemoration event on 11th November this year.

Buildings – Mr Kirkpatrick had sent a report saying that Emtec have now been replaced with MGB who, so far, seem to be operating very well. They have even repaired the ventilation system to the bar/function suite which Emtec never managed in their 6 years!

The full grant application has been submitted to Suez Communities for the floodlighting replacement. I have been advised we will find out about the outcome of our application no later than the 25th September 2018.

Cleaners – Pat has retired due to ill health and has been replaced. There have been a few minor issues, all of which have been dealt with promptly by Spotless when raised. No concerns.

One of the CST chefs left a tap running in the cleaners' cupboard which caused some significant water penetration through the building. We might think of charging these costs to CST.

Mr Mohammed pointed out that the sump had had to be cleaned out again; he will speak to Ross about this as the cost is quite considerable. We need to establish a log of all regular maintenance work in this area. **RM**

Mr Kitchener said he had been speaking to Paul about the maintenance of the gym and free weights room. He will put up the safety notices there. Mr Bond will look for template notices for other areas we need to cover. **RSB, GK**

Mr Kitchener will speak to Paul about gym inductions **GK.**

Grounds – the purchase of the tractor has been agreed as noted above.

The annual turn around from summer to winter sports will take place over the next two weeks. The cricket fixtures are finishing over this week and then the work will start.

Governance – the annual return to Companies House was made in July.

The winter fixtures will be sent to Stephen McGowan for submitting to the police and the Licensing Board tomorrow. **CAM**

Community Hub – Mr Taylor said that there had been nothing major over June and July although the various groups are still meeting. He is in the process of getting the contracts for use of the clubhouse in place, the karate has been done and he still has to see G12 and the people who use the small room. This should be completed by September. He will meet Glasgow Life along with Shona to discuss their input to the running of the Hub. He noted that Shona's involvement has been a very worthwhile investment and thanked her for all her work.

A.O.C.B.:

Mr Bond asked if there had been any progress about the insurance claim on the cricket screens. He will check with David Munro.

RSB

DATE OF NEXT MEETING:

Monday 17th September 2018 at 1830 hours in Hughenden.