

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 17/09/18**

**SEDERUNT:**

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

**APOLOGIES:**

G Kitchener, J Lawton.

**MINUTES:**

The Minutes of the meeting of 20<sup>th</sup> August 2018 were read, approved and signed.

**MATTERS ARISING:**

(i) Mr Taylor reported that he had investigated the various problems with trees which had been reported to us. The report from the tree surgeons had indicated that they would attend very soon to remove the dangerous overhanging branch; however there are serious problems with two sycamores at our Great Western Road fence and these will have to be removed.

**GMT**

(ii) Mr Kirkpatrick said he had been looking at the fence post which is loose; he thinks this needs to be dug out, repositioned and welded. He will get this fixed and get all the fence posts checked while the contractors are on site. He noted however that with the forecasts for high winds, we should remove the various signs from the fences as they are not really wind permeable.

**HDK**

(iii) Mr Mohammed noted that the Tennis section had again made a comment about smoking at the back of the building. Mr Taylor said he thought this had been sorted but he would mention it again to CST. He will also remind the tennis players that their access should be through the clubhouse, not through the ambulance gate to the courts, which should in fact be locked.

**RM, GMT**

(iv) Mr Bond said that he had been following up the Cricket section's attempt to make an insurance claim over the sight screens. He felt that the existing policy included items which are no longer needed and perhaps needs some updating to reflect the needs of a sports club. It was agreed that he would review everything on the policy and come back to the Board with recommendations.

**RSB**

**REPORTS:**

**Finance** – August was unfortunately a challenging month mainly due to high water charges (including irrigation for month of July billed and received in August), high MGB R&M reactive maintenance invoices including repairing fan motors. In addition, costs for painting corridors, Dux medal annual costs, a catch up on window cleaning, catch up on gym cleaning costs from Magda for part July and all of August, and higher run rate on Lizzie costs for August as agreed at Board to continue tackling membership related matters.

On a positive note the subscription income was the highest for the year so far and third month of it being over £10,000 for the month. Subs income now in line with YTD last year but still down on budget, so we need to continue to push for Sept-Dec to get the best possible position in year end accounts. We may be down on last year, for the full year, given all the "catch up" work we did in the autumn last year that pulled in some subs income for the previous 2 years not just one. This is the key period now to get subs in with start of Rugby season and working

in conjunction with HJRFC to identify non-payers that has already been initiated and as discussed at last board meeting.

We need to continue to monitor discretionary spend and reduce / defer where possible. One area for the Board to reconsider is the current costs being incurred for both Sky and BT TV coverage in the bar upstairs and whether this provision is worth the outlay – this area will be addressed later.

Cash excluding the sinking fund account fell. We continue to chase all debtors to try to improve this situation. We also have next instalment on LTA loan due in Sept. **JL**

Mt Taylor noted all the work Jennifer had been doing and said that he hoped these actions would produce better figures in September.

**Membership** – work is continuing on the membership and new members for the start of the winter season have been added. The Rugby section have asked for a monthly update of their membership list so that they can check everyone has paid.

**Café Source Too** – Mr Taylor reported that the good summer has meant very good trading for CST. There is talk of leafletting the local area and of starting a loyalty card.

There is still a problem with fat build up in the trap at the back of the clubhouse. Mr Mohammed will speak to Ross and ask about the records of all the checks on the trap; he feels that it may not be big enough, so he will suggest that a larger unit should be installed.

**RM**

Following on from this, we need to check that CST keep adequate records of all the regular checks they should do, and that these are kept off site as well as in the clubhouse. Also we need to check that their insurance covers all their part of the building and their operations.

**RM, GMT**

**Schools** – A letter has been received from Mr Mitchell outlining what he has been planning with the school to mark the centenary of the 1918 Armistice. The Board accepted his proposed budget and expressed support for the project with the school.

**CAM**

**Buildings** – Mr Kirkpatrick noted that invoices from MGB over the past few weeks have been fairly large but this has involved some catch up work on items like the ventilation fans which have been on going for some time. Also they have established a stock of regularly needed items for on going maintenance in the clubhouse, so that they do not have to do so much travelling on return visits.

Cleaning quality has deteriorated somewhat since Pat retired, so Mr Kirkpatrick will speak to the company.

**HDK**

Recent checks show some of the electrical signs need attention and some of the fire extinguishers are due to be replaced. All this will be instructed.

**HDK**

**Grounds** – the new tractor has been supplied and is very good. After some 50 hours, they will do a free check and thereafter we will have a regular annual maintenance contract.

The cricket square has been scarified, and probably needs another month of cutting. This year's work has been beneficial to it; it is likely that it will be about three years before the surface needs work to remove thatch again.

The work on the cricket nets is now unlikely to be done until the spring. This has been notified to SportScotland.

**Governance** – the winter match dates for the external licence have been passed to the Licensing Board and the police, and there has been no adverse reply.

**Community Hub** – Mr Taylor has held a meeting with Shona and Vicki and they are preparing a remit for Shona's work. There will be a further meeting in the next week and the final version of the remit will be circulated to the Board for approval. **GMT**

A memo has been received from the Sports Council for Glasgow advertising a Young Leaders course. This will be circulated to the Cricket and Rugby sections, although it was noted that the event is on a Saturday so clashes with match times for the winter playing sports.

Mr Taylor said that Paul is organising more classes in the clubhouse and has been co-ordinating things with Shona here. There are times when they think they could bring in some more classes, but these clash with some of the present rather ad hoc arrangements with local groups. This will all be clarified as we work through the new contracts and costs for groups. All new groups are paying £18 per hour. **GMT**

Event Ecosse have asked to come back for the October week. This was agreed.

It was agreed that we should buy a laminator and keep it in the office. **GMT**

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

(i) Various members have spoken to us about television coverage for this season's rugby. It was agreed that cancelling the BT coverage and moving to Premier Rugby which is showing the Pro12 matches might be a good idea. This would need CST to use these games as promotional events. Mr Taylor will address this with CST and the television companies. **GMT**

(ii) Sandy Thomson is assisting with updating the website. All directors were asked to contact him direct about their particular areas of responsibility. It was agreed that we need a main events list to promote anything which is happening. The Memorandum and Articles will be put onto a main documents page.

(iii) The water position will be closely monitored to see whether the repairs have reduced the bills or whether we need to take more action now.

(iv) Mr Mohammed has been looking at possible sites for the defibrillator, and thinks that at the foot of the stairs near the lift entrance would be best.

(v) There has been no more correspondence about the local parking consultation.

**DATE OF NEXT MEETING:**

Monday 15<sup>th</sup> October 2018 at 1830 hours in Hughenden.