

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 22/10/18

SEDERUNT:

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

APOLOGIES:

G Kitchener, J Lawton.

MINUTES:

The Minutes of the meeting of 17th September 2018 were read, approved and signed.

MATTERS ARISING:

(i) Mr Taylor said he had been let down by the tree surgeon he had contacted, so will now try to arrange with an alternative company to carry out the work. **GMT**

(ii) The repair on the tennis fence has been done but there may still be a problem with high winds. Mr Kirkpatrick will check all the posts. **HDK**

(iii) Mr Taylor will get a laminator which will be kept in the office. **GMT**

CORRESPONDENCE:

(i) A letter has been received from Fiona Dorman about the floodlights on the training pitch. The lights will be checked and we hope the work here will go ahead reasonably soon. Training lets at the Gaelic School will start soon to run until February. **HDK**

(ii) Mr Kirkpatrick had been contacted by the group launching West End Hub; he will pass the letter to Sandy to co-ordinate with the website. **HDK**

REPORTS:

Finance - September, as expected, was a slightly better month as GCC quarterly billings performed and water charges fell significantly and as a result we recorded a profit for the month .

The subscription income was the highest for the year so far and the fourth month of it being over £10,000 for the month. Subs income now marginally ahead of last year YTD but still down on budget - need to continue to push for Oct-Dec to get the best possible position in year end accounts. We will still probably be on last year, for the full year, given all the "catch up" work we did in Oct/Nov/Dec last year that pulled in some subs income for the previous 2 years not just one. Lizzie is still working with all sections to recover annual monies due and direct debit failures continue to improve. Next stage is to do an audit of active cards on access system vs BrightLime members and cancel off any cards being used by people who are not listed as members [and not paying!] on BrightLime. Lizzie and I will try and work through this in our spare time for HSC; we are currently trying to get a report generated from card system to tell us all active cards and that can be exported into excel to then work through member by member.

EBITDA has returned to positive for the 9 months YTD although still down on last year. Cost variance as with prior months vs prior year through water; professional fees; bank charges for

higher BrightLime costs vs Ceridian. Offsetting these adverse variances is savings for premises upkeep which is down, mainly lower R&M costs with EMTEC retendering exercise and move to MGB meaning some works deferred.

We have a higher overall loss, for the 9 months YTD compared to last year. Depreciation charges are up on last year due mainly to new tennis court depreciation charges with balance being lower EBITDA position

Costs for YTD are down representing overall savings which have been made so far for upkeep of premises mainly due to lower R&M (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). Ground costs YTD are below budget as budget included an allowance for potential "sand banding" work not completed and would suggest we keep on hold at present. Offsetting these savings are the higher water charges vs budget. All other costs are broadly neutral vs budget when taken in total.

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 for Oct- December ahead of the year end. The full year actual results for this year will be down on last year's EBITDA given the increased cost burden this year. Thankfully it looks as if the water charges are now finally back to a more normal level.

Cash excluding the sinking fund improved significantly. A new arrangement has now been agreed with CS2 whereby they will pay HSC by standing order monthly for the estimated service charges. Every three months a full reconciliation will be performed with either CS2 paying HSC or vice versa for any o/s monies owed btw the 2 parties. The LTA loan instalment was paid in September and the repayments on the new finance lease for the tractor have also now commenced. The next VAT bill will go out early November.

General Sinking fund is £10.5k as at 30.09.18 with £8k of this now ring fenced for HCC cricket net project. Mr Bond will clarify what exactly is earmarked for particular purposes in the fund. **RSB**

Have worked with French Duncan ("FD") on Corporation tax position for y/e 31.12.17 and agreed no Tax is due following reorganisation in 2016 and establishment of HSL. FD will write to HMRC and request a discontinuance of need to submit a Corporation tax return for HHSWMT for 2018 onwards. Will advise Board of outcome once known.

Membership – Lizzie has reported that by the end of October, she thinks the Rugby membership should all be paid up to date; she has also been in contact with Les Melville about Tennis members. She is now finding the co-ordination with the BrightLime server about direct debits easier to operate. She is now looking at the membership cards, firstly to cancel those of people who have left, and then to check that all users are paying. Mr Bond said that it looks as if the hours for October to December warrant a monthly payment of £300, and that thereafter fewer hours will be required, so £286 is suggested. The Board agreed to this.

Café Source Too – Mr Taylor noted that Callum is leaving soon and that the position has been advertised. He has spoken to Ross about the staffing position.

Mr Taylor has been investigating the costs of the various TV packages to get us the best sports coverage as watched by our members. Mr Fowler is looking to see what packages are available but thinks that by taking BT and Premier through the existing SKY box, we could get the range of sports required. He is looking into prices but thinks that this would be a saving to us. At present CST pay half of the BT costs; he thinks we should press for this to be extended to half the Premier costs. SKY is the most expensive. It was agreed that if we could find a cheaper package, we should go with this. **GMT, KF**

Mr Mohammed said he had spoken to Ross about the grease trap and had asked about the records of all checks on matters like this. He had also asked about where the records are kept and for a note of everything which is insured by CST at Hughenden. **RM**

Mr Bond noted that he is looking at our overall insurance policy and would like the information on CST's cover to ensure that we are not missing anything. He is continuing to check all aspects of our insurance cover. **RSB**

Schools and Council – Miss MacDonald noted Mr Mitchell's plans for the Armistice commemoration are moving ahead. **CAM**

Buildings – There has been a problem with a lock in the changing room area. Mr Kirkpatrick will investigate possible options and get the difficulty fixed. **HDK**

Mr Kitchener has painted the gym and put up the mirrors.

Mr Mohammed reported some loose tiles in the downstairs landing and a loose socket in the corridor for inclusion in the next repairs run. He also noted that the water usage seems to be stabilising now, although he will keep monitoring it. **RM**

Grounds – Mr Kirkpatrick reported that the rugby section are meeting the SRU to discuss funding towards the floodlight work.

Mr Taylor said that at present the main work is collecting the leaves, and once this is done, they will spike the grounds and apply a winter feed.

Mr Bond will liaise with the playing sections about ground work and carry out the annual review probably towards the end of November. **RSB**

Governance – Miss MacDonald noted that we still have not received an invoice from PRS; this will be followed up. **CAM, JL**

Community Hub – Shona is in contact with a number of local groups and hopes to have a cycling group using the clubhouse again.

A.O.C.B.:

Mr Mohammed reported that he has checked costs of a case for the defibrillator and will order the best option. He will also order a small first aid kit. Once this is in place, he will liaise with MGB about installing everything. **RM**

DATE OF NEXT MEETING:

Monday 19th November 2018 at 1830 hours in Hughenden.