

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 19/11/18**

**SEDERUNT:**

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

**APOLOGIES:**

G Kitchener, J Lawton.

**MINUTES:**

The Minutes of the meeting of 22<sup>nd</sup> October 2018 were read, approved and signed.

**MATTERS ARISING:**

There has been no action from the tree surgeon so an alternative company will be contacted.

**GMT**

**CORRESPONDENCE:**

It was noted that Mr Mitchell had submitted his invoice for expenses relating to the Armistice Commemoration. Those Board members who had been present expressed great praise for the whole event. Mr Mitchell is to be commended for his excellent organisation. The Board expressed the thanks of the whole club to him for this work.

**REPORTS:**

**Finance** - October was a much better month with a combination of higher subscription income and lower water charges and as a result HSC/HSL reported a combined profit for the month of £5.9k before depreciation charges and £2.6k profit after depreciation.

The subscription income was the highest for the year so far and significantly up on last month (partly due to winter sports annual renewals). Subs income now marginally ahead of last year but still down on budget - we will need to continue to push for Nov-Dec to get the best possible position in year end accounts. Lizzie is working with all sections to recover annual monies due. Direct debit failures continue to improve. We have commenced an audit of all the active gym cards - some 650 of them (from those listed as active on card system and cross checked them individually vs Brightlime records). This has identified a significant number of active cards for which the members are not listed as paying members on Brightlime so these cards will all be cancelled by Lizzie. It has also identified a smaller number of people with gym access but who are only paying for sports fees on Brightlime so again this will be further follow up for Lizzie to determine whether access needs to be restricted to exclude gym or alternatively if these members should be paying more to the Club and thus their d/debits / annual fees amended. Work continues in this area.

EBITDA has returned to positive for the 10 months YTD in line with the budget but down compared to last year with income up across all sources but costs up resulting in a net adverse variance. Cost variance as with prior months vs prior year - water; professional fees (including Lizzie, Shona & Carlos Alba costs); bank charges - for higher Brightlime costs vs Ceridian. Offsetting these adverse variances is savings for premises upkeep that are down - mainly lower R&M costs.

Overall loss, for the 10 months YTD is up 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.

Cost for YTD are down vs Budget for YTD - savings have been made so far for upkeep of premises by mainly due to lower R&M, Ground costs YTD are below budget by as budget included an allowance for potential "sand banding" work not completed. Offsetting these savings are the higher water charges vs budget. All other costs are broadly neutral vs budget when taken in total.

Significant improvement in October performance due to much improved subscription income however we need to continue to push income hard and retain a tight control of costs from now until the year end to claw back further some of the negative aspects incurred in the first half of the year. The full year actual results for this year will be significantly down on last year's EBITDA given the increased cost burden this year.

Cash excluding the sinking fund was marginally down on last month. The next VAT bill will go out early November. A supplier payment run was done at beginning of November.

General Sinking fund is up as at 31.10.18 with £8,000 ring fenced for HCC cricket net project. My aim is to try and get the "non-ring-fenced" element of it up by 31.12.18 as we can manage it to start looking towards the next round of capital expenditure requirements for the 2019 budget.

**Membership** – Jennifer's points in the finance report were noted. Mr Bond will check with Lizzie on the numbers of gym members, since 650 does not seem accurate. **RSB**

**Café Source Too** – Mr Taylor reported that the new assistant manager had started last week.

He also mentioned the ending of the Mums and Toddlers group who had used the Café after their classes.

Mr Mohammed reported that Ross is looking at the issue of the grease trap.

**Schools** – Mr Taylor will attend the Hillhead Christmas concert. **GMT**

**Buildings** – Mr Kirkpatrick said that there had been no invoice for the unsatisfactory work on the tennis court fence; in the past we have used another company so he will investigate what still needs to be done. **HDK**

Paul has purchased a laminator; he needs to be reimbursed for this. It will be stored in the office.

There has been a problem with some of the locks in the building. Mr Kirkpatrick will contact the original suppliers and get the difficulties sorted either by repair or replacement. **HDK**

He has passed the information about the West End Hub to Sandy and Shona, who will see whether this is suitable for us to join at this stage.

There is a new team of cleaners from Spotless; they will be instructed to clean the office as well as the function room. Magda looks after the multi-purpose room and the gym.

There has been an issue with the lift concerning the outside buttons. He will refer this to MGB. **HDK**

Some paving has been laid beside the bins.

Mr Taylor said he had carried out fire alarm checks with Connor in the past, so we will now need to see who is the fire officer and that the checks are being carried out and recorded. Mr Mohammed will attend to this and also the legionella checks. **RM**

**Grounds** – Mr Bond said he was collecting the information from the playing sections for the annual appraisal. **RSB**

Mr Taylor said that the first 40 hours use on the new tractor were up so the company will come out and do a service, then in March a full check will be carried out. It is cleaned weekly and checks are made on the water and oil fortnightly. He said that the new spreader was working well. They have been looking over all the equipment, which gets an annual service in February or March.

There was a problem about whether or not a pitch was playable on Friday evening. In future there needs to be a direct communication by phone with the ground staff if there is any change.

**Community Hub** – Mr Taylor said that he had been working with Shona on tidying up the various lets in the clubhouse. He had renegotiated contracts with some groups, and had ended the agreement with the Mums and Toddlers. Shona and Paul have a number of groups who would like to take these times.

We have also regularised our arrangements with community groups, asking for a donation towards the clubhouse costs. Shona has spoken to most groups and will contact the others shortly.

The office can be used for more private meetings (we will put the Board meetings in for the third Monday of each month), so it needs to be tidied.

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

(i) Mr Mohammed reported that the defibrillator box is now here and suggested that it should be installed at the site of the present suggestions box.

(ii) Mr Bond said he had been checking the various insurance policies at present in place, which is four; he thinks that we could probably consolidate this into two, as he has uncovered a number of duplications or items which no longer apply or are set too high, such as the cash in premises cover. It was agreed that he would speak to our present broker about this and give him the opportunity to tender, while also saying that we would like to open this up to general tenders. **RSB**

(iii) Mr Taylor said he had been discussing the gym equipment with Paul and they agreed that the present equipment is coming to the end of its useful life as there are more frequent

breakdowns, which are covered by a maintenance agreement. They know of another company who could perhaps give us new equipment and a better deal. They will investigate and possibly arrange a presentation in January. **GMT**

**DATE OF NEXT MEETING:**

Monday 21<sup>st</sup> January 2019 at 1830 hours in Hughenden.