

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 21/01/19

SEDERUNT:

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

IN ATTENDANCE:

J Lawton.

MINUTES:

The Minutes of the meeting of 19th November 2018 were read, approved and signed.

MATTERS ARISING:

The branches of one of the trees were cut by the ground staff but we still need to get a tree surgeon to look at the other ones.

REPORTS:

Finance - Total income was down c £4k on last year (excluding donations for tennis courts) Costs (excluding depreciation) were up £11k up on last year - main increases year on year were as per prior month commentaries (higher water charges, costs for the new membership secretary role and the community sports hub manager role, and increased costs for the new membership system (Brightlime) vs the older Ceridian system.

EBITDA for the year was £18.4k vs £34.2k last year so down 46% (better than budget for the year of £13.8k.) The income shortfall vs budget of £6k was compensated for by cost savings vs budget of £10.6k.

Overall loss for the year of £(22k) after Depreciation charges vs last year that was broadly breakeven at £0.2k. The budget for the year was a loss of £(27.9k).

Cash funds in the current account at 31.12.18 were +£16.5k. In addition the sinking fund bank a/c was £39.2k @31.12.18 comprising amount ring fenced for the HCC nets, plus a general sinking fund allowance and amounts set aside to comply with LTA loan requirements.

Debtors at 31.12.18 were £6.1k. All were current and some have already paid in January 2019.

VAT for Quarter ended 31.12.18 will be taken by HMRC beginning February 2019.

Electricity costs were renegotiated on 15.01.19 - these unit rates will unfortunately increase by some 25% compared to the rates that we managed to secure in 2017 that expire on 31.01.19. This will have budget repercussions.

Water is also now out of contract and so we are commencing renewal on that next. Floodlight electricity is due for renewal 31.07.19 and gas is also due for renewal by 23.07.19. Mr Kirkpatrick will investigate cost saving actions such as LED lights, and ask MGB about costs in this area and in the external security lights. **HDK**

I am concerned again about water charges as after a couple of months of being stable they have spiked again in December 2018. See emails to HK/RM/GT in Jan 2019. Mr Mohammed will check since there has been another spike in the costs; there may be another leak, or perhaps the line from the flow meter in to the building should be replaced. **RM**

The Trust now falls below the corporation tax level for CASC purposes so we anticipate that a Corporation tax return for 2018 will no longer be required for HHSWMT however we await confirmation from HMRC via French Duncan this this will be the case. Jennifer is currently negotiating the audit fees for 2018 with French Duncan and noted that HHSWMT & HSL both fall within the small company criteria and do not necessarily require to be audited, however the Directors felt that they would prefer to retain a full audit for future funding applications. **JL**

Membership – Jennifer reported that membership numbers peaked at 869 in July; today they are 779. Overall for the gym, there has been a loss of 32 members, although there are some new applications coming in.

Lizzie has identified 15 names on rugby team lists who do not appear to be members. She will send a list to Mr Kirkpatrick to check this with the club. At the tennis AGM, the tennis club thought they had 160 junior members; there are only 60 obvious on BrightLime. Again this is being checked, as is the method of payments being made for coaching sessions. Mr Taylor said he was discussing with Paul the possibility of circulating a questionnaire to see what is needed. They hope to get some new gym equipment. A suggestion had been made that the personal trainers had been using the equipment so that members could not use it; Paul says this is not correct and anecdotal evidence suggests there are never queues for the equipment. Mr Bond said that Lizzie felt regular meetings with the sections, perhaps every four months, would make it simpler to identify problems before they got too big, rather than the present system.

He said that Lizzie felt she could now reduce the number of hours she works. She will attend the next Board meeting and give an update on all the matters she has been checking. We need to consider the definition of family and student memberships, and the question of a rejoining fee. He questioned as well whether we ought to charge membership to the external clubs like shinty and frisbee on a per capita basis or on a sessional charge. Mr Taylor said this discussion could be informed by establishing a cost per club for their usage of the Hughenden facilities, based on work on the ground, use of the floodlights, changing rooms etc. This would give us a base to compare with the in house playing clubs.

Café Source Too – Mr Taylor said that he is still discussing a local leaflet drop to publicise the facilities round the local area. **GMT**

Mr Mohammed will check whether it might be possible to get a larger grease trap, since Ross has suggested that two in parallel are needed. **RM**

School – Mr Taylor reported that he had attended another excellent concert at the school just before Christmas.

Buildings – Mr Kirkpatrick said that there had been a few problems with the cleaners and with late opening; he had spoken with the manager. However he is checking when retendering on the cleaning contract is due. **HDK**

There had been a problem with the hot water but it seems to have been sorted; it may just have been heavy usage.

There is a meeting with MGB on Tuesday. The question of the defective tennis court welding will be raised at the meeting, and also a monthly walkabout to check anything outstanding will be suggested. **HDK, RM**

Grounds – Mr Taylor said that the Great Western Road pitch had taken heavy use over the weekend. Hopefully it will recover over the Six Nations time.

Mr Taylor and Mr Mohammed will discuss the change over from rugby to cricket. **RM, GMT**

Mr Kirkpatrick had put forward a proposal from the rugby section outlining their application to the SRU for grant funding to carry out work on the floodlights; they hope to get 80% of the money from the SRU and asked whether it would be possible for the Trust to contribute the remaining 20%, with input from section fund raising. It was agreed that the Board would look at this for next year's budget.

Mr Taylor said that he had been approached by the SLTA about the possible installation of three indoor tennis courts where the containers are at present. He said he did not have specific details but would meet them and discuss whether this was possible in the available space, whether changing facilities were included or were to be in the clubhouse, and what benefit or use we would get from this. It was suggested that if it was possible, perhaps they might contribute to installing an artificial surface on the rest of the training area. **GMT**

Mr Kirkpatrick showed a picture of the sponsorship board for the main car park area. It was agreed that the Trust should pay for the overall club part, with the various sections paying for their own parts.

A difficulty had been discovered with ambulance access along the front of the clubhouse with the new higher ambulances. Mr Taylor has been speaking to Mr Kitchener and Mr Scott about getting the present concrete surface broken up, levelled out and resurfaced at a lower level. They will investigate the best way to take this forward. **GK, GMT**

Governance – the licence from the Performing Rights Society has finally arrived.

We need to check whether Mr Fowler wishes to continue as a director of HSL. **JL, CAM**

Community Hub – Mr Taylor said that he and Shona had been making contact with all the community groups who use the clubhouse and setting up a system of recording their usage and any donations they make to the club. **GMT**

He and Shona are having a meeting with Glasgow Life very soon to discuss future plans.

A.O.C.B.:

(i) Mr Taylor reported that he had been checking usage of the tennis courts, and that Strathclyde University no longer use our facilities. He had meet representatives of the tennis club and is seeking clarification of the contract regarding private coachings organised by

Gordon and involving outside players. It seems that it is 11 years since this contract was last updated, so it will be tidied up, in line with our standardisation of all outside usage contracts.

GMT

(ii) Mr Taylor reported that he and Jennifer had been looking at the communication system in the clubhouse which is increasingly expensive and does not seem to supply the service we need, such as wifi available in the function room and the office. Mr Fowler is investigating the best available service.

KF, GMT

(iii) Once we get the wifi set up, this will add to what we can offer in arranging more usage of the office.

(iv) Sandy Thomson has asked for job descriptions of the directors for the website.

(v) Shona has taken over the arrangements about classes in the upstairs areas; Paul McArdle will deal with PTs in the gym areas downstairs. Mr Kitchener and Mr Taylor will organise contracts for this with them. Paul will address the question of ParQ forms and induction sessions. Mr Bond will check whether this needs an additional instruction on the BrightLime forms when people are joining as gym members.

GK, GMT, RSB

(vi) Mr Taylor said that he is now following the mechanic's recommended programme on the tractor maintenance, to cover day to day activities, with larger items at the stated service points. This is all recorded. At present, with little use in this weather, the engine is being turned over twice a week.

GMT

(vii) The defibrillator box was damaged, but has now been fixed and it is installed. The alarm does not seem very loud; this will be checked. Mr Mohammed will get the signs updated and placed around the clubhouse.

RM

(viii) Mr Bond reported that the updating of the insurance had been a very long exercise and quite a few anomalies had been uncovered. A new policy is in place but there is still scope for tightening up what we really require.

RSB

(ix) Mr Bond has all the replies from the playing sections about the Grounds review. He will provide feedback to the sections.

RSB

(x) Jennifer asked about progress on the cricket nets. John Ferguson is moving through the tendering process with Bill Gillespie as project manager.

DATE OF NEXT MEETING:

Monday 18th February 2019 at 1830 hours in Hughenden.