

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 20/05/19**

**SEDERUNT:**

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

**APOLOGIES:**

J Lawton.

The Board noted with regret the recent death of Walter Steedman, longtime member of the Tennis section, and expressed the sympathies of all at Hughenden to his family.

**MINUTES:**

The Minutes of the meeting of 25<sup>th</sup> March 2019 were read, approved and signed.

**MATTERS ARISING:**

Mr Taylor updated the Board on the latest information about the parking restrictions. He said that we need to speak to the office in John Street about how many tokens we would need for visiting teams to access Hughenden; this is not such a problem in summer with the cricket but the winter playing season will be more difficult. He outlined suggestions about what we could do inside the grounds to accommodate our groundstaff and CST staff, with bays marked off by pop up poles. It was agreed that we should monitor usage of the inside bays over the next weeks and see what needs to be done. There might also be the possibility of some bays at the far gate.

**CORRESPONDENCE:**

Mr Taylor noted the letter forwarded by Mr Mitchell about someone wishing to offer sports massages at the TartanTouch sessions. He said he would speak to our resident physios about this and then reply. **GMT**

**REPORTS:**

**Finance** – Income for month was slightly up on budget with subscription income improved to broadly in line with last year. CST performance is broadly in line with last year.

Costs - £26.0k which is up on budget with the variance explained by the fact that the budget and last year had Aitkens costs included in March vs April. YTD Grounds costs are thus over budget but this should reverse in May as an element of Budget is included in May but full Aitkens invoice including earth-quaking was received in April.

Premises costs down in month vs budget as lower R&M and budget also included a redecoration allowance and the Qtrly VAT PE costs were also lower vs budget assumptions. YTD premises costs are also now down vs budget.

Water costs fell significantly for March following 1st full month following leak repair. Negative number in A/cs for April as I over accrued estimated costs last month. Now down YTD vs budget and prior year. Let's hope it continues and no further leaks identified. Would welcome @ board meeting an update with regards to how we are getting on with Scottish Water re any potential for a refund of excess water charges given the recent underground water leaks.

Electricity costs are showing the increase in run rate following the renegotiation earlier in the year. Board to follow up on Energy Saving initiatives possible as previously raised at board meeting. This is a concern as run rates are now up overall per month (29.4% of this cost then recharged to CST based on their floor area) and showing adverse variance vs budget and last year presently.

Sundry costs -.YTD budget assumed an allowance for more membership cards that has not yet been utilised. Also a gain on sale accounting entry recognised by me in April A/cs for disposal of old tractor.

Section expenses - budget assumed HCC winter net costs in April but still await invoices from HCC for this.

Overall EBITDA is negative vs budget and last April - however YTD position more comparable given anomaly of timings of receipt of Aitkens invoice vs budget assumptions noted above ...

YTD EBITDA is negative compared to budget and April last year..

Overall loss YTD is currently broadly same as last year at this time.

At 04.05.19 the current account was positive; however the Qtrly VAT bill including the Annual CGS adjustment will be paid in the next few days and the payment run to suppliers at the beginning of May leaves only a small surplus of cash. This will only just be sufficient to cover the direct debits for May for utilities/NDR/Brightlime/Biffa/ CGGG May payment for works done.

Sinking fund a/c +£39.4k at 30.04.19 - comprising HCC nets £7.1k (£0.9k utilised to pay PSG invoice received); HJRFC Floodlight allowance £5k; General sinking fund £12k, tennis court sinking fund to comply with LTA loan agreement £15.3k. I currently forecast that, as per the memo on 25.02.19, I will have to take £6k out of the sinking fund general balance in May/June to support the cash flow.

Debtors are OK and all current and low across HSC/HSL.

The main focus of attention now must continue to be ways of improving the budgeted income for 2019, collecting any membership subscription arrears and maintaining a very tight control over necessary expenditure.

We are still hoping to make a claim about the high water bills during the period of the leak. Mr Taylor and Mr Mohammed are collecting information to see current usage, so we will note overnight figures and also when the irrigation system for the pitches is used, which should give us more accurate figures for typical use. **GMT, RM**

**Membership** – the inaugural meeting of the membership committee had gone fairly well. Channels of communication have been established so that problems can be addressed early. This should improve record keeping from both sides. **RSB**

**Café Source Too** – the news about St Andrew's in the Square was noted with regret.

**Schools** – the quarterly payment from GCC for the Hillhead usage of Hughenden has been received. The school are into their summer term use of the grounds.

**Buildings** – Mr Kitchener, Mr Kirkpatrick and Mr Mohammed will divide the various areas of responsibility for the buildings work which should improve efficiency in dealing with on going repairs. We will check with Allianz exactly what testing needs to be done on the gas valves as identified in a recent report. There has been a problem recently with cold showers, so this will be monitored. **HDK, GK, RM**

**Grounds** – the work on the cricket nets should be completed by the end of this week. Once that is done, the date when they can be used will be identified and the players notified. The contractors will do all the maintenance for the first year to see that the nets bed in properly.

Mr Taylor noted there had been a recent incident of vandalism when the roller had been moved. He is looking at putting in some fencing to prevent such incidents in the future. **GMT**

Mr Kirkpatrick said that he had heard of some artificial turf which is available and might be used for an additional training area for the rugby if we could get it delivered and installed, perhaps on the gravel area. He will check the details and see if this would be possible. **HDK**

**Governance** – Miss MacDonald noted the additional dates for possible late licences. These will be passed to CST. **CAM**

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

(i) Mr Taylor reported that he had been discussing the telecommunications mast with Brian Skinner and they have asked a specialist company to identify what exactly is being done on the mast and how this has affected our contract with Vodafone. It has been complicated by a case in England relating to a sports club and a mast installed on their property; the implications of this for other sports bodies are still being worked out, as are recent changes in the law in England relating to such installations. **GMT**

(ii) Our negotiations about upgrading the telephone system have reached a problem relating to leaving the current contract, so the final change has been delayed but some upgrading work has been done to improve our wifi cover. **GMT**

**DATE OF NEXT MEETING:**

Monday 17th June 2019 at 1830 hours in Hughenden.