

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 24/06/19

SEDERUNT:

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

APOLOGIES:

HD Kirkpatrick.

IN ATTENDANCE:

J Lawton, A Thomson.

REPORT ON CLUB COMMUNICATIONS AND ASSOCIATED MATTERS:

Sandy had circulated a discussion paper in advance, and went over the various points with the Board. He noted, as a former member of clubs which have gone bust, that we need to “Make money, maximise membership, provide the highest quality customer service, keep improving”. He asked “Is Hughenden a community?” It was considered that the creation of the Community Sports Hub and all Shona’s work with the various groups involved in it had made Hughenden more of a community, although things could still be improved.

He then moved on to questions on areas where he has a responsibility and the Board responded.

COMMUNICATIONS

A newsletter will be published this week with items such as the Bierfest and anything else from the sections. A named person from each section should maintain contact with Sandy and feed in any items.

Mr Kitchener and Mr Mohammed will discuss changes in the entrance hall and the corridors, including notice boards.

COMMUNITY SPORT HUB

Shona is working on this area. There is still probably capacity for more community usage.

FITNESS CLUB

Mr Taylor is meeting Paul this week and will discuss a possible survey. Also we are liaising with Lizzie about a survey for people who leave, to see if we can make improvements.

BOARD SUCCESSION

The comment about succession planning was noted but it was also noted that nobody has put themselves forward for election to the Board recently. Board members should supply Sandy with an outline of their roles, to replace the biographies which have been removed from the website.

COMPLIANCE

Miss MacDonald said that individual sections had their own safeguarding policies, as we had been advised in the past that this was the best practice.

Mr Taylor thanked Sandy for attending and he left the meeting at 1941.

MINUTES:

The Minutes of the meeting of 20th May 2019 were read, approved and signed.

CORRESPONDENCE:

(i) Mr Mitchell had forwarded two letters regarding the introduction of the parking regulations. It now looks likely that 26th August will be the day when the regulations become fully operational. Mr Mitchell will liaise with the council office in John Street about the provision of parking tokens, which will be supplied from the club at a small charge to cover midday to six o'clock on Mondays to Saturdays.

(ii) Mr Mitchell had also been in contact about the renewal of the lease on the telecommunications mast. Mr Taylor is dealing with this; there has been a delay partly caused by both sides having to consider the implications of a recent legal judgement on such leases. He did note however that the repairs to the mast, which had been causing concern over access to the grounds, had been carried out from outside our grounds as we suggested.

(iii) The Rugby section have indicated that they will shortly be writing to the Board to express their concerns about certain recent developments at the club.

REPORTS:

Finance – Income for month is up on both the budget projection and last year's figure. Subscription Income improved this month - broadly in line with budget for YTD and up on prior year which is positive. CST performance - they are slightly down on their contribution to HSC vs budget for YTD but broadly inline/slightly better than last year.

Costs are down in comparison to the budget and lightly up on last year; the variance against the budget is principally due to the fact that the budget and last year had Aitkens costs etc included in March and May whereas actual significant spend occurred in April this year. YTD Grounds costs now below budget but some of this will/should reverse in later months. The favourable variance is for fertiliser, for tennis court maintenance (invoice recvd June); and for sandbanding/fuel costs included within the budget assumptions.

Premises costs down in month vs budget as continued lower R&M spend being incurred. YTD premises costs are also now down vs budget. Lower R&M is helping to offset higher electricity charges following contract renegotiation earlier this year (see below)

Water costs - high in month as Clear Business Water have overestimated the usage in May (due to late receipt of reads) so I am hoping the June water charges should see a compensating reduction. YTD in line currently vs budget and down on prior year. Let's hope it continues and no further leaks identified. Discuss at board meeting how we are getting on with Scottish Water re any potential for a refund of excess water charges given the recent underground water leaks.

As noted above Electricity costs are showing the increase in run rate following the renegotiation for the floodlights (we are hoping to have an overall renegotiation in January.) Board to follow up on Energy Saving initiatives possible as previously raised @ board meeting. We need meter readings for the floodlights now that they are operational.

Sundry costs - YTD budget assumed an allowance for more membership cards that has not yet been utilised and also purchase of Dux medal for school awards ceremony.

Overall EBITDA of positive; however YTD position more comparable given anomaly of timings of receipt of ground costs vs budget assumptions noted above.

YTD EBITDA is negative compared to budget and May last year YTD. Income is broadly in line with budget for the year to date; however costs are below budget so that favourable variance is helping at the moment with major variances being as described above.

As previously noted in commentaries and in separate memo to Board on 25.02.19 cash continues to be tight. Debtors are OK and all current and low.

Sinking fund a/c +£40.1k at 31.05.19 - 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 £16.0k.

The main focus of attention 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.

Membership – Mr Bond said that Lizzie’s latest report indicated that we have 757 members. He noted that there was still some question about arrears of membership payments from the Rugby section; the outstanding names will be checked and any who are still active members will be advised to pay up or leave. It was noted here that writing a procedure and timeline for non-payment of membership dues should be an agenda item for the next meeting of the Membership group. The junior rugby lists seem to be up to date, as are the Cricket ones; he thanked Ken Grierson and John Ferguson for chasing this up. He said the question of junior Tennis members had still not been sorted and Mr Taylor said he was dealing with this, although it was taking longer than expected. **GMT**

Mr Bond said that Lizzie had noted that there are still quite a few members paying an annual subscription; these people should be encouraged to move to direct debit.

Café Source Too – There has been some movement of staff with the impending closure of St Andrew’s in the Square.

Schools – Mr Taylor said that he would be attending the school prizegiving this week.

Miss MacDonald said that the school is trying to create a wall of achievement of all former pupils, so Mr Mitchell had asked her to provide some information about the various internationalists whose pictures are on the Board room wall.

Buildings – Mr Mohammed said that he is still chasing up the repair to the safety valve.

Grounds – Mr Taylor said that we need some 3 tons of sand to replace the sand on the tennis courts which blows away at the moment. This will cost around £1,200, and the Trust will repay this to the Tennis section gradually. He suggested that we put kick boards around the fence to prevent this happening again.

As noted above, the repairs to the phone mast were carried out from outside the perimeter fence. Halliday's work on the ground should be finished by the end of this week.

There has been some incidence of vandalism around the ground, so he suggested that we might extend the CCTV coverage. He will investigate what it would cost to use the three remaining cameras to give us more coverage of the grounds and report back on whether it would be possible. **GMT**

Governance – Mr Mitchell had forwarded two newsletters from TLT which he thought might have implications for us. The consultation from the government about occasional licences did not seem relevant to us since we no longer do events like highland games or Glasgow Rugby matches, but has been completed anyway. The second newsletter concerned licensing arrangements for watching the Rugby World Cup this autumn. Miss MacDonald is checking on all the items raised in the checklist but thinks that we are compliant with all the licence and PRS requirements; Mr Taylor is discussing with CST exactly when we will offer rugby breakfasts. **CAM, GMT**

Community Hub – Shona is working with Vicki Holmes on co-ordinating hub activities. She is trying to establish a link with Gartnavel.

A.O.C.B.:

(i) Mr Kitchener asked if his daughter's tennis club could become part of the Community Hub and use Hughenden as their base. This was agreed.

(ii) Mr Mohammed noted that there had been another complaint about smoking outside the building. He will speak to Ross about this. **RM**

DATE OF NEXT MEETING:

There will be no July meeting because of holiday commitments.
Monday 19th August 2019 at 1830 hours in Hughenden.