

MINUTES OF THE MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 17/02/20

SEDERUNT:

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

APOLOGIES:

RS Bond, HD Kirkpatrick, Brian Lochrie.

IN ATTENDANCE:

J Lawton, Shona Ross.

MINUTES:

The Minutes of the meeting of 20th January 2020 were read, approved and signed.

MATTERS ARISING:

Mr Taylor reported that there had been more damage to parts of the fence in the recent gales. He has spoken to Ross and Liddell about repairing their parts of the fence.

CORRESPONDENCE:

(i) The Rugby section had sent a letter asking about the floodlight on the telecommunications mast. They have been told that the Board is in on-going discussions with the company about all aspects of the mast, and that this is progressing slowly.

(ii) A letter has been received by the Rugby section from Crosslet House Day Care Services asking if they could bring along a group of their clients, including a former member, to tour Hughenden and talk about the club. The Board agreed that it was fully supportive of such initiatives.

REPORTS:

Finance – Challenging start to the year due to R&M costs for external light repairs, Café Source Too door repair following attempted break in and costs for filtration system for water pipes - these 3 taken together added c.£3k to the cost base for the month.

Total income was £17.1k, marginally down on last January. Subscription income down a bit this January. Costs were up by c.£2.1k. Premises costs up by £2.0k overall - mainly due to R&M noted above, water costs down by £1.0k [as we still had the leak at this time last year before it was repaired] and heat and light up by £0.9k compared to this time last year - as with trends observed at end of last year - re rates/unit. All other cost movements netting off to broadly break even year on year.

End result a loss before depreciation ("EBITDA") of negative (£3.4k) compared to negative (£0.9k) for January 2019. After depreciation charges the loss for the month was £(6.9k) (In January 2019 loss was £4.4k)

Cash at the end of January 2020 was positive +£10k. We have the VAT bill going out in a few days time in February so cash will take a hit for that and cash will remain tight until the next tranche of funds comes in from GCC for the quarterly rental.

Auditors review starts 03.02.20 and they have all necessary files and paperwork and draft statutory accounts to get started. Aim to get completed by mid March 2020 ahead of AGM planning timescales.

I have paid out c. £700 for HJRFC pitch hires for January and February 2020 in recent weeks. HJRFC have not, as yet, paid the invoice raised for o/s subscriptions for players playing in their teams but not recorded as members on Brightlime for Oct-Dec 2019. This point was passed to the Rugby for action.

We have managed to make some savings through the Tennis section offering to pay for the sand supplied earlier in the year for spreading on the courts, and through the reduced costs of the auditing process, so it was suggested that we should do a survey of the clubhouse and carry out some painting and general sprucing up of the public areas. The cleaners will be asked to do a deep clean of the carpet area in the function room. It was noted here that there had been a complaint about cleaning the multi-purpose room after weekend functions. Also the area round the stairs will be tidied. **HDK, GK**

We will contact Scottish Water and give the figures for usage over the last four years to back up our claim under the compensation scheme of some of the excess amounts paid before the leak was repaired. In addition we will check if there are any other ways in which we can reduce our water consumption. **RM**

Jennifer will start on 2020 budget in due course as well.

Membership – Lizzie is speaking directly to the sections where there are still any anomalies but it looks as if this problem is close to a solution.

Café Source Too – January was not a particularly good trading month but bookings are picking up now.

Schools and Council – School rugby training is taking place every Thursday just now although the weather has been a problem.

Buildings – Some actions are required on a repair to the sump pump, where there is a problem with the lead to the chamber. Also we need to get a specialist company to do the check on the safety valves on the boiler. Mr Mohammed will check exactly what is needed in these points and make the arrangements. **RM**

Grounds – Not a huge amount to report from Grounds this month. The weather is playing havoc with the availability of the grass pitches. Cameron has managed to spike the main pitch but could not get on the training pitch.

We are having an issue with people parking their cars at the back of the club. We have put up no parking signs but they are being ignored. The Board has therefore communicated with the sections and warned that if this continues, stronger action will be taken.

Through a member contact, we have managed to source shutters for the stand which will be supplied free but we need to pay the installation costs. The Rugby section would pay initially but ask for a contribution from the Trust. This was agreed and the Rugby section were asked to get a detailed costing.

Some of the boundary fence is looking a bit worse for wear. Mr Taylor and Mr Kitchener will work on some parts as soon as the weather allows, and Mr Kitchener has been in touch with the Tay Homes factor about repairing the damaged part of their fence.

Some minor maintenance has been done on mowers. All the seed, soil etc has been ordered from Aitkens. Still waiting for Tennis to get back to us about putting a kickboard on east side of courts to stop sand egress.

We need to ensure that our contractors hold the correct safety certificates for certain types of work such as for spraying fertiliser or herbicide.

Governance – Miss MacDonald reported that she is working on the proposed changes to the Memorandum and Articles.

Community Hub – Shona reported that she has taken the actions listed below:

Usual monthly stats and figures for lets and Fitness Team; end of month information to Jennifer for invoicing purposes.

New registers and paperwork for Fitness Team for new Month; approve FTs invoices, and weekly cash and banking for FTs.

Update all classes and Hub partners after Xmas and NY break.

New Callanetics class - 2 now running; new Hub booking - Vision Perform – Drama; 4 day massage booking in November; Circuit class changed to metafit plus abs blast.

New enquires - yogabellies, Therapy room, meeting room, house of dance.

Meeting Room - issues with cleaning as noted above.

Meeting with GT and Paul McArdle re gym. Organise first aid kit and accident book for the gym. Collect certificates for the PTs - still need checked.

Proposed increase of classes - sent to GT

Meeting with Vicki Holmes re Hub. Promote elevate your club workshops

Admin for the enquires gmail account.

Archery enquiry – an enquiry about using the grounds for archery training has been received. They would send a representative from their governing body to do a risk assessment, so it was agreed to follow this up.

Operation meeting with Lizzie, Jennifer and Sandy.

Class analysis along with Jennifer.

Sandy has sent a newsletter on club and section communications, club volunteers, Cricket Training, Tennis Survey, Fitness Club/Hub classes including the new Metafit, 6 Nations on TV, Hills got Talent, award for Bernie Mitchell, Glasgow Sport and the Youth Sport Panel. And posts on Twitter and Facebook and website updates on most of these. he had another productive meeting with Shona, Lizzie and Jennifer.

A.O.C.B.:

(i) Mr Taylor reported that he has taken the discussions with the Tennis section forward and they are now making quarterly payments to the Trust. There was some discussion about the rates we should charge for the tennis camps and it was agreed that £560 per week would be a level for discussion. This will be communicated to the Tennis section. **GT, CAM**

(ii) Mr Taylor will check the correspondence with Exchange Communications to see exactly when our present contract with BT ends and we move onto the new contract in full. We will

also check exactly what we need to do to ensure that the BT contract does not roll over into a new one. **GT**

(iii) Shona and Jennifer will talk to Paul about a job description for the gym manager and check that his weekly payments are coming in.

(iv) A copy of the Sport Ecosse contract will be passed to Jennifer

(v) Mr Kitchener said that the group who had enquired about a sports day had not pursued their interest.

DATE OF NEXT MEETING:

Monday 16th March 2020 at 1830 hours in Hughenden.