

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 16/09/19**

**SEDERUNT:**

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

**APOLOGIES:**

J Lawton.

**MINUTES:**

The Minutes of the meeting of 19<sup>th</sup> August 2019 were read, approved and signed.

**MATTERS ARISING:**

Mr Taylor circulated two papers which outlined the present arrangements with coaching in the tennis section and suggested a number of strategies to clarify and simplify this, so that accurate numbers and payments can be recorded. It was agreed that he would return to the tennis section and move this forward. **GMT**

**REPORTS:**

**Finance** – Income for month is down on both budget and last year. Subscription Income marginally down again for the month. YTD also now below last year and down vs budget for this year. Lizzie is going to do a summary of membership categories vs Dec 2018 detailed work to see if anything is highlighted. CST performance is very low for the month vs last year - last year however will have been impacted by July heatwave. YTD is down on budget.

Costs are up vs. budget but level with last year - month impacted by unbudgeted cost for additional sand for all 6 tennis courts - that was the major part of the variance.

Cost YTD - down vs budget and also on last year. Main favourable variance vs budget is as before - lower R&M & redecoration costs within property costs vs budget assumptions and lower grounds costs (fertiliser favourable, sand-banding favourable as not performed, offset by adverse unbudgeted tennis court sand), water also down following leak identification and repair.

For YTD cost variance favourable in comparison to budget - main favourable variances are again water costs down by £9k, premises down; however we are experiencing adverse variance with higher heat and light costs this year following contract renegotiations.

Water costs - To discuss again 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. It was noted that we have not progressed this but must do this.

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 in April A/cs for disposal of old tractor.

Overall EBITDA YTD is positive vs budget of negative and last August YTD.

Overall loss YTD is now down vs budget and last year, so loss is currently "improved" on same time last year albeit we need to lower it further and improve the EBITDA. Some improvement should occur in September A/cs with quarterly billing to GCC recognised.

As previously noted in commentaries and in separate memo to Board on 25.02.19 cash continues to be tight. All supplier payments are up to date. Cash at 31.08.19 in the main a/c was £18.4k. I have done a payment run at beginning of September using these funds. We have a number of payments coming up, however, including the next instalment to the LTA in September for the tennis court loans and the quarterly VAT bill will go out in October

Sinking fund a/c +£34.3k at 31.08.19 - HJRFC Floodlight allowance maximum £5k; General sinking fund £12k, tennis court sinking fund to comply with LTA loan agreement £17.3k.

The main focus of attention, as with prior months, must continue to be ways of improving the income for 2019 whilst maintaining a very tight control over necessary expenditure.

**Membership** – Mr Bond reported from Lizzie that we have 765 members, with only 8 more over the last three months, although she expects more now with the start of the winter playing season. She will provide an analysis of where the membership is in categories for the October meeting, with a view to a possible membership increase. Alongside this we need to look at our section costs and whether there ought to be different rates for different sports, as well as comparing our rates to other local clubs.

Mr Taylor had met Shona and Lizzie to discuss encouraging more people to become members. They will continue to press the playing sections to get everybody to join. They have some plans about increasing other membership areas, perhaps through local businesses or the hospital; any incentives to encourage people to join would be welcome – they will investigate with BrightLime whether a discount code could be offered for particular groups or categories. Shona has almost completed getting the new contracts in place with the various groups who use Hughenden.

**Café Source Too** – the Rugby Breakfasts are taking place as planned.

**Schools** – arrangements were made for the purchase of the dux medal.

**Buildings** – Mr Kirkpatrick said that he had received a report indicating that work needs to be done on the access to the roof; he will ask for a detailed breakdown of the costs.

He will meet the cleaners and check that all cleaning is being done properly.

He said that the Rugby section would be paying the 20% share of the floodlight costs. He asked if the floodlight on the Vodafone mast could be reinstated. Mr Taylor said he would speak to Brian Skinner when they meet Cluttons shortly about getting this done. They are proceeding with discussions about the existing contract with Vodafone.

**Grounds** – Mr Taylor said that the cricket area had been scarified and some maintenance work completed; he sees the benefit of the work done over the last year.

Four of the wild trees around the ground had been removed and tree maintenance had been carried out.

He noted that there had been some more vandalism of the fences, which had been repaired.

Mr Taylor said that there had been an increase of litter and plastic glasses left around the pitch and in the stand after rugby matches. Signs will be put up asking people to put rubbish in the bins.

**Governance** – Miss MacDonald said she was just about to submit the winter sports dates to the licensing board and the police.

Mr Taylor reminded the Board that we should be thinking about succession planning well in advance of the AGM in the spring. He said that he and Mr Kitchener had been discussing the position of Ground Convener, and that with the Board's approval, Mr Kitchener would take over this position in early October. This was agreed.

### **Community Hub –**

Shona had noted the following items since the last meeting -

1. End of Month stats and figures for lets and Fitness Teams. End of month information to Jennifer for invoicing purposes.
2. Weekly cash, registers and banking for FTs.
3. Tennis Aces ASN rugby and tennis festival. Allywn Crawford and Gary Kitchener delivered event. Very well run and all participants enjoyed themselves enormously. We could look into incorporating into our programmes?
4. Met with new admin Pamela Distefano from G12, and GT and I to yet again make them aware of adhering to their let agreement. Since this meeting Pamela has stepped down from this post so will see how things move forward. Still waiting on their let agreement to come through.
5. Parking meetings.
6. Rugby girls yoga session with Shadé.
7. Update new instructors with procedures.
8. Frisbee, Dr Helen Bratton let agreements raised.
9. Change of hire for G12!
10. Print off around 300 pages PARQ, gym survey, posters etc. Some required being laminated.
11. Met with Lizzie and Paul re PARQ and welcome email updates.
12. Use of MPR/meeting room for tennis section - chargeable income.
13. Meetings with Sandy.
14. Met with Vicki Holmes - HUB update.

Enquiries.

1. Dance class
2. Therapy room x 2.
3. Cricket pitch enquiry - not able to meet their requirements.
4. American Football enquiry - not able to meet their requirements.

Plan hopefully to start more development work to increase hires and lets.

Since the last Board meeting, Sandy noted the following -

I did 2 parking newsletters for Bernie and another on the Gym Survey, directors' areas of responsibility and Rugby World Cup. Number of recipients picking up emails is growing. It's a big brother system so it tells me who is reading what, or not at all!

20 plus social media posts including retweets for cricket, rugby, tennis, café, gym and Glasgow Sport. Very few signs of others liking or sharing my stuff.

Gym Survey was issued on Wednesday 11 September. Paper forms in the gym with instructions to hand in to café. Online responses so far = 23. Paul says he will ask the fitness team to encourage members to respond. Posters throughout the club and on Facebook, Twitter and website. At my request tennis has shared my posts. No action from cricket or rugby.

Shona and I have updated the set of 6 posters promoting many aspects of the club. Now on Community board, gym and tennis corridor and the 2 new noticeboards in the cricket/rugby corridor and the MPR (Thanks Gary). We talked to Kitch informally about improving club information in the entrance hall.

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

(i) Mr Taylor said that he had received a quotation for the supply and installation of two new treadmills at a cost of £7,900. It was agreed that he should go ahead and contact the company to get the machines as soon as possible. **GMT**

(ii) Mr Mohammed said that he had replaced the battery in the defibrillator and would see about registering it with the ambulance services. **RM**

(iii) Mr Bond noted that the annual grounds appraisal was just about to come up. He would liaise with the sections and other directors, and report back to Mr Taylor. **RSB**

(iv) Mr Bond and Mr Kitchener spoke about a possible clash of dates between a ladies rugby event and the cricket dinner on 16<sup>th</sup> November 2019. However it looked as if there was no overlap in the timings.

(v) A question was raised about dogs in the clubhouse. There used to be posters about this; we will check the details and about getting them reinstated.

**DATE OF NEXT MEETING:**

Tuesday 22<sup>nd</sup> October 2019 at 1830 hours in Hughenden.