

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 20/01/20

SEDERUNT:

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

APOLOGIES:

R Mohammed.

IN ATTENDANCE:

J Lawton.

MINUTES:

The Minutes of the meeting of 18th November 2019 were read, approved and signed.

MATTERS ARISING:

(i) Mr Taylor said that he had investigated the junior coachings at Western and Hughenden, and that it appears to happen on a rota basis, although in blocks of sessions. He is continuing to speak to the new tennis committee after their AGM. We need to check the hours involved in the tennis camps. **GMT**

(ii) There had been one expression of interest so far from a member in attending the Board meetings with a view to possibly joining. Mr Taylor will invite him to attend in February; he will also speak again to some others who have expressed a possible interest. **GMT**

REPORTS:

Finance – Jennifer tabled her overall comments on the year end accounts.

Subscription income for year is £121.3k. We are still however down £(2.5)k on last year - but maybe not surprising given earlier data supplied to the Board on changing membership numbers.

There is a line in December for income of £44,685 - this is the release of the one off capital donations / grants received this year for the HCC nets and the HJRFC floodlights from Sport Scotland and also the contribution from HCC to HSC for their fundraising efforts towards the cricket nets.

Overall income for the year (excluding the one off capital donations/grants) was £263.5k vs £263.2k last year - so broadly the same.

Cost wise we have ended up on a marginal improvement at headline level position but this year does have a gain on sale of assets entry for £2.6k in it so excluding that the costs are again broadly the same year on year.

Main cost variances are as before - upkeep of grounds up, electricity and gas up but compensated by lower water costs. Sundries down by £3.4k but this is where the £2.6k gain on asset sales is recorded. Professional fees up by £0.9k to £22.5k for the year - this is the costs for Shona, Lizzie, Jennifer's Accounting costs and French Duncan fees. Shona's fees

are up given increased hours this year, Lizzie's, French Duncan's and Jennifer's are down year on year, reflecting changes in work carried out.

Overall therefore headline EBITDA ends up at £21.9k for the year, up from £18.4k last year (excluding capital donations/grants)

The loss for the year (excluding capital donations/grants) was £(20.6k) vs a loss of £(22.0)k last year so again a marginal improvement, including all factors, but still requiring further efforts in 2020 to reduce this deficit further.

The statutory accounts will report a surplus for the year of £24.0k compared to a loss of £(22.1)k last year BUT this variance vs the numbers noted above is purely down to the inclusion of £44,685 of capital donations/grants.

Cash ended the year in the main a/c of +£10.8k.

We have put some funds into the general sinking fund in the last couple of months following the purchase of the treadmills - that bank a/c now stands at £26.6k in total with £20.8k of this for the tennis court sinking fund and £5.8k for the general sinking fund.

Jennifer had circulated a paper on the costs of different methods of reviewing our accounts, from a full audit to an independent accountant's report. The full audit would cost around £9,000 whereas an independent accountant's report signed by French Duncan would cost just over half that amount. It was accepted that we do not require a full audit each year, so this independent accountant's report was seen as being the best way forward for us. Jennifer will check the details with French Duncan but we hope to have the review process starting on 3rd February, and signed off for the end of March.

Mr Taylor is to revisit old correspondence with regards to the BT contract and establish exactly when it ends so that we can transfer completely to the new company at the appropriate time. The alarm system and broadband provision for the club has already been transferred onto the new contract. **GMT**

Membership – Lizzie has been working on the outstanding payments; an invoice has been issued to the Rugby section and Mr Kitchener is going to get this sorted.

Café Source Too – There was a break in through the Café doors early on 2nd January, as noted below.

Buildings – Mr Kirkpatrick reported on the damage to the doors during the break in; the doors need to be replaced.

Work needs to be done on the fire dampers in the ventilation system ducts in the function room.

We need to do work on the filter system in the heating which will cost £2,500.

There had been some complaints about cleaning in the gym areas. Mr Taylor will speak to Paul and ask him to speak to Magda directly about this. **GMT**

Grounds – Mr Kitchener reported that the Rugby section had been asking about reinstating the floodlight on the Vodafone mast. However he had told them that this was not being moved forward just now, while the renegotiation of the contract is in progress as that takes priority.

He and Mr Taylor had looked at the fence and reckon that they can cut out the damaged parts and replace them. This seems a better solution than replacing the whole line which would cost around £20,000. They hope to do the work if the weather improves in February. **GK**

Discussions have been on going about replacing the stand shutters with an aluminium version which would be about a quarter of the weight of the present ones. He will report when a decision is reached. **GK**

Governance – Miss MacDonald said that she had been collecting current requirements for sports bodies and hopes to start incorporating this into an updated Memorandum and Articles in February. **CAM**

Community Hub – Shona has been working with the various local bodies who use Hughenden. She is also chasing up the ParQ forms.

Sandy has done 4 newsletters and lots of website edits and Twitter and Facebook posts covering the Board vacancies and Club volunteers initiative, the festive season, HSC in the 21st century and the new decade, Community Sport Hub and Fitness Club activities featuring the new Vision Perform, rugby volunteering, cricket nets, tennis Christmas tournament, Glasgow Sport, the Elevate Your Club training workshops programme. etc. He has attended an operational meeting with Shona and Lizzie.

A.O.C.B.:

Mr Kitchener said he had received an enquiry from an outside body about running a sports day at Hughenden in mid-June; so far all he knows is that it would involve about 40 to 50 adults and children. He will go back to them and find out exactly what areas they would want to use and on what sort of date, then see whether it can be fitted in around our existing bookings at that time. **GK**

DATE OF NEXT MEETING:

Monday 17th February 2020 at 1830 hours in Hughenden.