

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON TUESDAY 22/10/19

SEDERUNT:

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

APOLOGIES:

J Lawton.

The Board noted with regret the recent deaths of two members, Lachie McKinnon a stalwart of the Cricket and Rugby sections, and Ali Romanis a well-loved member of the Tennis section. The condolences of all at Hughenden were offered to their families.

MINUTES:

The Minutes of the meeting of 16th September 2019 were read, approved and signed.

MATTERS ARISING:

Miss MacDonald noted that the Rugby club had acknowledged the Board's reply to their letter. Also the list of sports events had been submitted to the police and the Licensing Board.

REPORTS:

Finance - Income for month marginally down on budget but up on last year. Subscription Income improved this month. YTD is however still down on last year and on budget for this year.

Costs – up on last year and higher than budget - month impacted by catch up on gym cleaning costs and costs for HJRFC Pitch hire costs provisionally booked for Nov 2019.

Cost YTD – costs are below budget and last year. Main favourable variance vs budget is as before - lower R&M and 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 vs prior year - main favourable variances are again water costs down, premises down. However we are experiencing adverse variance with higher heat and light costs this year following contract renegotiations and ground costs are up on last year (e.g. tennis court sand.)

Water costs - Board to 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.

Mr Kitchener said he had cleared the soakways, although he is not sure that these are connected to the run off sewer. Mr Kirkpatrick will check this. Mr Mohammed will look at the flow rates of the water at specific times to see what our regular usage is now, with a view to making a comparison to the pre-repair figures.

Sundry costs -. YTD budget assumed an allowance for more membership cards that has not yet been utilised. Also a gain on sale of old tractor. Overall EBITDA YTD is positive vs budget of negative and above last September YTD.

Overall loss YTD is now less than budget and marginally up on last year, so loss is currently in line with same time last year - but we need to lower it further and improve the EBITDA over last 3 months of the year.

Cash at 30.09.19 in the main a/c was £12.1k before doing a payment run to suppliers at the beginning of October. Cash remains tight and is being actively managed. LTA loan paid in September, small VAT bill due beginning of November.

Sinking fund a/c +£22.6k at 30.09.19 - general fund - c.£5k & tennis court sinking fund to comply with LTA loan agreement £18.0k. Floodlights and new treadmills paid out of sinking funds in September.

The main focus of attention, as with prior months, must continue to be ways of improving the income over the remaining 3 months of 2019 whilst maintaining a very tight control over necessary expenditure.

Membership – Lizzie has said that she will review the last two years’ figures for next month, which will give us a better picture of the overall membership breakdown. New gym members joining seem to have increased over the last month as well as winter playing members. Mr Bond will speak to Lizzie about our requirements for a computer, as the present one is becoming less useful. **RSB**

Lizzie will be invited to the next meeting.

Café Source Too – The sale of parking vouchers to visiting teams seems to be working well.

The World Cup Rugby breakfasts have been going well.

Schools – It was noted that Mr Mitchell will not be organising a service with the school for Remembrance Sunday this year. Mr Taylor will ensure that the wreaths are on the war memorials for the week preceding 11th November. **GMT**

Buildings – Mr Kirkpatrick reported that we need to do some work on the roof access to the water tank. He will investigate exactly what needs to be done and report back. **HDK**

There is a problem with the ventilation system in the Bobby Low Room. It looks as if the switches need to be rewired. This may involve a cost of up to £4,000.

The quarterly review meeting with MGB will take place on 23rd October, with a report at the next meeting.

The cleaning seems to be operating well now. There had been a problem with CST using a floor polisher; this has been resolved.

Grounds – Mr Taylor has signed the new grounds contract.

There is algae growth on the tennis courts which will be addressed.

GMT

The bushes behind the stand have been cut down.

The fence along the Great Western Road perimeter is in a poor state. The Board agreed in principle to replacing it, with as much as possible of the present material being reused. Mr Kitchener and Mr Taylor will check closely what is needed for this work.

GK, GMT

Governance – Mr Taylor has sourced a modern sports club constitution. Miss MacDonald will look at this and the templates provided by Companies House for a body like the Trust. This should allow us to update the memorandum and articles to take note of recent legislation.
GMT, CAM

Community Hub –

Sandy has issued three newsletters covering Gym Survey and treadmills delivery, new noticeboards and posters, a Fitness Club special, new ground convener, World Cup on TV and sections' news. On social media - same plus mentions of Glasgow Sport, Jordanhill School, Hughenden Neighbourhood Watch and CST Christmas plans. Also oversaw the Gym Survey - 45 completed on the web, only 18 on paper, which I analysed and summarised.

A.O.C.B.:

(i) Mr Taylor reported that the gym equipment had arrived today and the old machines have been uplifted; we got £350 for the old machines. He has been sorting out how the various gym classes are organised through Paul; Shona will act as liaison and the new scheme will operate from the beginning of November.

(ii) Mr Mohammed said he had ordered junior pads as well as more adult ones for the defibrillator, as well as a new battery. He will look at what we would need to do to register it with the emergency services.

(iii) Once again, Mr Taylor encouraged everyone to look for recruits to the Board to spread the workload. We may need to look again at the idea of a general manager.

DATE OF NEXT MEETING:

Monday 18th November 2019 at 1830 hours in Hughenden.