

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD ON ZOOM ON THURSDAY 18/06/20 at 1900 hours**

**SEDERUNT:**

R Mohammed (Chair), RS Bond, HD Kirkpatrick, G Kitchener, S Ross, CA MacDonald.

**IN ATTENDANCE:**

Jillian Blair, Jennifer Lawton, Lizzie Millar.

**AGM:**

We are aiming at Wednesday 22<sup>nd</sup> July 2020 to hold a virtual meeting on Zoom. All the usual papers will be circulated in advance. Chris will get the various section reports and circulate them in advance as well. Ramzan will chair the meeting, but we will ask Gordon to write the Chairman's report. We will give a statement to the members about the state of activities at that date. The procedure for issuing the papers was set out – Lizzie will send (by 30 June) the initial notice to all members, asking them to contact the Company Secretary if they wish to attend (by 1700 on 20 July); Chris will collate a list of attendees, send this to Richard to issue the Zoom meeting details to them 24 hours before the AGM time. Questions for the Board should be submitted by 19 July so that we can prepare answers in advance.

**FINANCE:**

Jennifer reported that outgoings on regular payments in June amount to £4,800. She noted the VAT deferral until March 2021 and said that she had been investigating all possible sources of funding at present. We have applied for the GCC Business Support Fund grant of £25,000 and have received a positive reply; it should be transferred to us shortly. HJRFC have successfully applied for a grant of £5,000 from the SRU which will shortly be transferred to the Trust bank account. She has been looking at the possibility of a loan through the LTA, but this seems to be more complicated, so will be kept in reserve just now. There is also the possibility of applying to the government bounce back loan scheme through the bank with the first 12 months interest free and thereafter interest at 2.5%; the maximum amount is £50,000 with no set up fees nor early repayment fees and no repayments of capital required for the first 12 months. The VIG suggests that we should wait until we see how the next two months go and then apply for this. This was agreed by the Board. We can anticipate the income from Vodafone and GCC for the school use of Hughenden during June as well. There have been some membership payments and donations from members, as outlined by Lizzie later. Ramzan noted that he had been investigating Easy Fundraising and we could put a link onto the website so that members could use it when making online purchases, thus getting a contribution to the Trust. We will also publicise the gift aid form to allow tax relief on applicable donations to be claimed.

**MEMBERSHIP:**

Lizzie reported that she was in the process of contacting all sports members to say that with tennis restarting soon, direct debits would be reinstated on 1<sup>st</sup> July, and that anybody who wishes to opt out, such as non-tennis members, should let her know. So far she has had 25 replies who want to wait for cricket or rugby to restart, and 9 who want to cancel their direct debit. She has sent out a reminder and will follow it with a third before the end of the month to ensure we cover everybody. However she has also had 19 new Tennis membership applications, with 4 being people rejoining from a previous year. There have also been a

pleasing number of donations from members who cannot yet reuse the club's facilities. Chris has sent letters of acknowledgement to all of these people.

**RE-OPENING::**

Tennis reopened on 30<sup>th</sup> May. They have been following all the guidance from the government and their governing body; a copy of their various papers will be kept by the club.

Cricket are hoping to be back at the beginning of July. They have been writing their policies as well but await details for a team sport.

Members will be able to use the grounds for fitness activities as long as they ensure they are socially distanced. A newsletter will be issued to show what use people can make of the grounds at this stage. Updates will be sought from all playing sections to publicise their plans.

The Re-opening Group have been talking to CST about re-opening; the feeling is that it is early yet but they will consider what is possible. Chris will check the position with the licence; however it is our belief that the renewal does not come until October and there is at present a moratorium on renewals with an automatic extension, so it is unlikely that we need to take any action just now.

Shona has been keeping in contact with the PTs, and most of them have been taking classes online. She is now talking with Denise about how best to reopen the gym once we get to that stage. Access would need to be limited, but the booking system for tennis seems to work well and something similar could be created. They had considered moving machines to a changing room, or even upstairs, but issues with space and cleaning made this impossible. Denise has a template Risk Assessment which is being adapted to our particular set up.

The whole question of cleaning whichever parts of the clubhouse reopen has to be considered and a plan established before the building reopens.

**POSSIBLE NEW USER:**

Ramzan reported that he had been approached by a local company who would like to use Hughenden as their base. Their present lease will come to an end shortly and they would like to move to Hughenden quickly, ideally to a permanent base. Representatives of the company had met Ramzan and Gary and looked around the grounds and briefly at the clubhouse. They thought that Hughenden would suit their needs, so they will send a more detailed plan of what they are proposing and we can consider it then. Ramzan emphasised that all this would be at no cost to ourselves, so it was agreed that we would revisit this once we get the detailed information.