

DRUMSHEUGH BATHS CLUB. LIMITED

MINUTE of

MEETING OF BOARD OF DIRECTORS via ZOOM

2.00 pm 27 July 2021

PRESENT:

Carol Keith (Chair) (CK)
Gordon Henry (GH)
Stephen Archer (SA)
Caroline Docherty (CD)
Robert Robertson (RR)

IN ATTENDANCE:

Paul Dunlop (PD)

APOLOGIES

Tony Vettraino (TV)

1. APOLOGIES

Received from TV

2. APPOINTMENT OF DIRECTOR

- CK welcomed RR and proposed that he be appointed a Director.
APPROVED.

3. MINUTE OF LAST MEETING

- A draft had been circulated and was APPROVED.

4. FINANCE

- **Monthly figures update – as circulated with Manager’s Report.**
NOTED 23 new members had joined in June. PD observed that there did not seem to be unreasonable pressure on the booking system, other than the first thing in the morning.
CD was asked about the position early evening. She reported that the pool was generally busy, and it was a time when a lot of new members attended – many being younger, professional couples, who shared a lane. It was not difficult to book a slot during this period, with a bit of organisation.
AGREED that it would be important to see how things were after we have been operating for a month or so under the amended operating procedures, once it had been announced that we can relax the current procedures.
- **Cashflow**
GH reported that the financial position remains healthy.

5. MANAGER’S REPORT

The following matters had been included for discussion/approval:

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- **Proposed new operating procedures**

A draft had been prepared by PD and been the subject of a discussion with CK and CD – to ensure compliance with proposed new COVID Regulations. CK felt that it was important to retain some restrictions within the Club. Many members had expressed the view that they liked the booking system, and the restricted numbers in the pool. The aim therefore should be to implement a system where all members could find a time to swim that would suit their own preferences. It was therefore being proposed that initially we operate with the booking system remaining in place, with a combination of the current 4 roped lanes during quieter times of the day, and no lanes at the busiest times, when 7 people would be permitted in the pool at one time, without ropes. The detailed proposed procedures had been reviewed by all Board members, and it was AGREED that they be approved, subject to being kept under constant review, and “tweaked” as necessary. AGREED that PD and CK prepare a communication for members, to be issued when the First Minister makes a firm announcement on the date for further relaxation.

- **Carpets – entrance hall and stairs**

Quotes had been obtained and circulated. It was generally felt that carpet tiles would be the best option. Linoleum is difficult to keep clean in wet weather. AGREED to progress with carpet tiles on the stairs and in the entrance area. The next step would be for samples to be obtained.

- **Pool hoovers.**

Our two hoovers have been out of action. One had been sent for repair and is now back and operating. The question was whether to send the second for repair (it is 6 years old) or invest in a new one. NOTED that the repair had cost £900, and there is no guarantee. AGREED to purchase a new machine.

6. AOCB

- GH asked about the trapeze platform. It is out of use, as it had had been poorly re-installed, by an employee who immediately left the contractors in question. The work needs to be re-done at the contractor’s expense. A date for that work is awaited – expected in the next week or so.

7. DATE OF NEXT MEETING

- Proposed for Wed 8 September. AGREED that 2pm was the best time for those present. CD to check with TV whether Wednesdays are better for him than Tuesdays.

8. PRIVATE BUSINESS

- SA reported on outcome of recent disciplinary process. Member has left the Club. He has cleared his locker.

OPERATION MANAGER'S REPORT

23/07/2021

4.1 MEMBERSHIPS

4.1.1 New Memberships

New Members in June

Family - 1
Couple - 8
Single - 9
Under 30s - 1
Junior - 4

TOTAL = 23

Leavers in June

Richard Hungerford, senior citizen single- unpaid direct debit

4.1.2 Membership Figures and Enquiries

Refer to Membership Figures and Membership Numbers sent.

4.2 HEALTH AND SAFETY

Nothing to report

4.3 ACCIDENT & INCIDENT REPORTED

Accidents & Incidents

Nothing to report

4.4 STAFFING

John Harrison - Still off sick, current sick line from Monday 19th July to Sunday 15th August. John will be on half pay from 14th July to 11th August, from 12th August onwards he will only receive SSP. All shifts have been covered by casual members of staff.

New casual members of staff started in June/July - Susannah Whyte and Ashley Forrest.

4.5 OPERATIONAL

Tiling work. Will start Monday 9th August and will take 5 days. During this time the ladies toilet will be out of order and the gents toilet will be unisex.

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Website upgrade. Work will start on this next week and the changes should be finished and onto our website by mid-August.

Staff uniform. This has been ordered and all staff have been issued new uniform.

Trapeze platform. I am hoping to have a confirmed date for work to start by the end of today.

Roofing repairs. Brian Harrison came out to investigate leaks we had during the heavy rainfall a couple of weeks ago. Brian will repair various areas next month (skylights and downpipes especially). Total cost = £630.00 including VAT.

4.6 MATTERS FOR DISCUSSION/APPROVAL

New Operating Procedures. Separate proposal sent in email.

Carpet costs. McGarry flooring came out to provide quotes to replace the carpet in the foyer and staircase.

Foyer

OPTION 1

Uplift existing carpets & remove from site
Supply & fit Carpet tiles including all preparation works
2 men NPO carrying works out over various night shifts @
£3184.00 + VAT

OPTION 2

Uplift existing carpets & remove from site
Supply & fit Sheet Carpet including all preparation works
2 men NPO carrying works out over various night shifts @
£3660.00 + VAT

Staircase

OPTION 1

Uplift existing carpets & nosing & remove from site
Supply & fit Carpet tiles including all preparation works
Supply & fit heavy-duty stair nosing's
NPO carrying works out over a various nightshift @
£5240.00 + VAT

OPTION 2

Uplift existing carpets & nosing & remove from site
Supply & fit Sheet Carpet including all preparation works
Supply & fit heavy-duty stair nosing's
NPO carrying works out over a various nightshift @

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£5750.00 + VAT

I am trying to source a second quote; 3 companies have responded saying they are too busy and cannot take on any further work.

Pool Hoovers

Both pool hoovers have not been working correctly since we reopened. One has been sent away for repair and is due back next week. This is the second time in the last 12 months we have had to send a Hoover away for repair. The older pool Hoover is now over 7 years old. Is it worth replacing this with a new one now?

Cost for a new Dolphin Wave 100 = c£4,000.00

4.7 KEY FIGURES

Low point - £129,000

Cap-ex - £42,925.00

I have not had time to calculate the other key figures. I will try to get these prepared for the next meeting.

Completed By:
Paul Dunlop
Operations Manager
23/07/2021