

DRUMSHEUGH BATHS CLUB. LIMITED

MINUTE of

MEETING OF BOARD OF DIRECTORS via ZOOM

2.30 pm 8 December 2021

1. APOLOGIES

None. All present by Zoom.

2. APPROVAL OF MINUTE OF LAST MEETING

GH had submitted a minor comment via email prior to the meeting, to clarify the exact date to which our gas contract was fixed - 31 3 22. Minute APPROVED subject to that amendment.

3. FINANCE

• Finance Director and Company Secretary

CK opened by ADVISING that GH wishes to stand down as Director and Company Secretary, after 6 years of service. CK thanked him for all his work while on the Board. GH ADVISED that it would make sense for him to stand down at the end of January, being the end of the financial year, but said that he could see that timing would depend on where we are in terms of identifying and recruiting another member to fill his role, with responsibility for finance. He was prepared to stay on until April if necessary. CD indicated that there was logic in her taking on the company secretarial role, and she was prepared to do so. AGREED that GH would provide a job description for the finance aspects of his role, we would advertise the position, and hold interviews as soon as possible.

• Cashflow

This had been circulated, and GH spoke to it. He CONFIRMED that everything was on track, except electricity, which is in arrears, as payments have not been collected. GH had chased.

• Subscription Invoices

NOTED that Paul was providing all the necessary information to Man-Yi, and so invoices will be issued on schedule.

• Management Accounts

GH had circulated the Q3 accounts. These show a surplus for YTD of circa £73k. NOTED that there is only one payment left to be made on the Bank loan, and so that will have been fully repaid in January.

The only other debt is a loan from a member of £3k. The member has kindly declined to accept repayment thus far. AGREED that it would be appropriate to make that repayment, which would see the Club debt free in the New Year, and GH will contact the member in question to arrange that.

4. MANAGER'S REPORT

CK NOTED that PD had been required to fill shifts working poolside, due to staff absences, and thanked him for his extra work. NOTED position re staff absences, return to work, and training of staff members as relief duty managers, which should relieve the position.

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Matters for discussion/decision:

- **Family swim times**

NOTED that there have been appeals from the parents – to accommodate more family-friendly swim times, by adjusting the adult only swim times. There was extensive discussion among Board members, exploring when the pool was at its busiest, noting the number of new members; family and working adults in particular. AGREED to trial adjusting adult only swim times to 5.30 – 7.00 pm every day except Sunday. This should start from re-opening of the pool after the New Year closure – 3 January. PD will email members.

UPDATE: Following the meeting, further input was received from parents, and agreed to amend this, so that adult only times on a Friday and Saturday will be 5.00 – 6.30 pm.
- **Poolside high level lighting**

NOTED that a quote for dimmable, more energy efficient lighting has been received. AGREED to proceed.
- **Poolside high level painting**

NOTED that a quote had been received for this. TV advised that we must ensure that oil-based paint is not used. AGREED that TV will liaise with contractor on this point and that we should proceed with the work.
- **2 x new pool filters – timing**

NOTED that the work to replace two pool filters, which the Board has previously approved, will require the pool to be closed. The work just approved (high level lighting and painting) will also require the pool to be closed. AGREED that we should minimise periods of closure as much as possible. Further AGREED that the best time to carry out all of this work will be when the brickwork on the lower stairs has dried out, and re-plastering work can be carried out. This will likely be the spring, and so all of this work, plus the re-tiling and carpeting previously approved can be carried out at the same time.
- **Christmas & New Year opening hours**

A draft timetable had been circulated, which followed the pattern of previous years. This was APPROVED.

5. BUILDING

Updates on the following:

- **Discussions with owners of gap site next door**

CD reported on further discussions with the owners. AGREED that we should take forward in more detail the possibility of leading the necessary ducting for the proposed air conditioning unit internally through the building. CD to liaise with our architect.
- **Dampness at lower stair level**

AC Lessels have been out to inspect the problem, have identified that there is a cracked and blocked downpipe, and have been instructed to proceed with the work as soon as possible. NOTED that they are a very busy company, but their familiarity with older buildings such as ours and the quality of their work means that it is wise for us to utilise them.
- **Quinquennial inspection by an Architect/Building Surveyor**

RR had proposed that we instruct such a survey, to allow us to plan and budget appropriately. CD and RR had met to discuss possible companies to carry out this work. They have identified two, and CD is in touch with them to obtain proposals/quotations.

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6. SENIOR CITIZENS - TERMS & CONDITIONS

NOTED that a member had queried the age at which they qualify for this category of membership. Further NOTED that the Board had agreed some years ago that this should align with state pension age. The Ts&Cs make reference to this, but CD is in the process of revising the wording to make clear what is intended.

7. INFORMAL COMMUNICATION WITH MEMBERS - PROTOCOL

NOTED, per CK that the Board's communication with members have received praise during the pandemic - with members commenting favourably on the emails that have been issued by the Chair. PD and CK receive regular queries, and a few complaints, from members - all of which receive careful consideration and responses. Members also raise issues with individual directors and members of staff direct. AGREED that where the Board has agreed a position, this should be reflected in discussions between Board/staff members and members raising complaints. Members should be encouraged to put any suggestions they wish considered in writing, so that they can be considered by the Board.

8. AOCB

Staff Christmas gift

AGREED that of course no staff party could take place this year, and that a cash gift be given to each member of staff.

9. DATE OF NEXT MEETING

AGREED - 19 January at 2.30 pm by Zoom.

10. ANY PRIVATE BUSINESS

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GENERAL MANAGER'S REPORT

3 DECEMBER 2021

4.1 MEMBERSHIPS

4.1.1 New Memberships

- **New Members in November**

Family - 0
Couple - 1
Single - 1
Under 30s - 0
Junior - 2

TOTAL = 4

- **Waiting list for new joiners** - We now have over 180 names on our waiting list. From this waiting list, over 60 have replied and confirmed they would like their names to be kept on file and join when we have spaces available. I will start contacting the first 30 names now in the view to get them in for a tour and set up their memberships to start on 1st February. I can safely presume we will get at least 30 cancellations after sending out our renewal invoices. I then think it will be a case of one out and one in, replacing like for like memberships where I can.

4.1.2 Membership Figures and Enquiries

- **Total membership numbers**

Family - 41
Couple - 128
Single - 183
Under 30s - 20
S/C Couple - 19
S/C Single - 48
Student - 3
Junior - 78
Distant - 37
Life - 50

Total = 607

4.2 HEALTH AND SAFETY

Nothing to report

4.3 ACCIDENT & INCIDENT REPORTED

Nothing to report

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4.4 STAFFING

- **Ashley Forrest** - has been working as a casual for the last few months and has started as a full-time lifeguard from 29th November.
- **Shannon Quinn** - sick line runs out on 6th December and is hopeful she can return to light duties on this date. Shannon will undergo a competency test before carries out any lifeguarding duties.

4.5 OPERATIONAL

- **AS Lessels.** Alistair from AS Lessels attended site on Wednesday to look at the cracked drainpipe on the external wall. Alistair is initially going to give us a cost to replace the damaged area of pipe. Once this has been removed, they will try to unblock the pipe using a rod. If this cannot be achieved, they will need to look at rerunning the pipe (where the pipe is under concrete) along the wall and connecting back onto the pipe.
- **Secondary glazing** will be fitted to the gent's toilet and treatment room today (3rd December).
- **Annual boiler service** will take place on Thursday 9th December.
- **Children's Christmas Party.** Is planned for Sunday 19th December from 11.00-12.30.
- **Rookie Lifeguard.** Gordon, Katie, and Joe are all now qualified Rookie Lifeguard Instructors. We will be having a taster session for Junior members on Wednesday 15th December from 19.00-20.00 with the view to running the course every Wednesday evening in the new year. There will be an additional cost for any members wanting to take part in the course, just like the swim lessons.
- **Pigeon netting.** Has been installed. Further netting is needed in certain areas, and this will be carried out asap.
- **Carpets, entrance hall and stairs** - tiles have been decided and ordered. Work, as agreed will be put on hold until the poolside entrance floor and wall work has been completed.

4.6 MATTERS FOR DISCUSSION/APPROVAL

- **Member requests - family/adult only swim.** See separate attachment in email with queries from 3 family members for the pool timetable to be updated to better suit families. My initial thoughts are this should be considered. We now have double the family memberships we had 4 years ago and from recent experience some evenings adult swims are quieter than they used to be. It may be worth initially considering and trialing reducing adult swim on Thursday, Friday, and Saturday times from 17.00-19.00 to 17.00-18.00.
- **Poolside high level lighting.** See separate attachment in email for quote for new lighting in the pool hall. Currently, we have 8 light fittings out and 2 different types of fittings and wattage. The quote is to remove all existing light fittings and replace them with 8 new circular LED fittings. These lights will be dimmable, and you can also control the wattage (from a remote poolside) from 100w to 250w depending on what we require. The 8 lights will be placed evenly across both beams.
COST = £2,040.00 plus VAT
- **Poolside high level painting.** See separate attachment in email for quote to paint the high-level back wall, where the paint is cracking very bad. The work will require a scaffold and will take 5 days to complete (start to finish) I would suggest, if approved, to tie this in with the pool filters as we would not like the pool hall open while there is a scaffold on poolside and the smell of paint would be off putting for swimmers.
COST = £2,386.00 plus VAT

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- **2x new pool filters.** See sperate attachment in email for quote to replace 2x pool filters. Due to the placement of the pool filters needing replaced, the pool will need to be closed during the work as we would have no operational pool filters during the work. Work would take 5 days to complete.
COST = £14,597.50 plus VAT
For discussion. If work for replacement pool filters and painting is approved, I think we should put together a list of maintenance jobs required on poolside - retiling broken tiles, painting locker cubicles, regrouting, replacing silicone etc.
- **Christmas and New Year opening hours.** See separate attachment for suggested opening hours.

4.7 KEY FIGURES

Nothing to report