

DRUMSHEUGH BATHS CLUB. LIMITED

MINUTE of

MEETING OF BOARD OF DIRECTORS

11 am 30 May 2023 at the Club

(Where appropriate, responsibility for action is noted in red.)

PRESENT:

Carol Keith (Chair) (CK)
Stephen Archer (SA)
Tony Vettraino (TV)
Caroline Docherty (CD)
John Jackson (JJ)

IN ATTENDANCE:

Paul Dunlop (PD)

1. APOLOGIES

Received from:
Robert Robertson (RR)

2. APPROVAL OF MINUTE

A draft Minute of the last meeting (April) had been circulated and was APPROVED.

3. FINANCE

• Finance Report

The Finance Report had been circulated prior to the meeting, covering the three months to 30 April 2023. The financial position remains ahead of last year. The main points were NOTED:

- An **operating surplus** of £9,732.00 includes a timing difference of £2,800.00 in member services. If this is excluded, the surplus of approximately £7,000.00 arises from lower than planned costs (primarily heating and light and repairs and renewals) that offset lower than planned membership income.
- **Income.** Membership income is tracking around £1,300 per month below plan. The plan assumed full direct debit collection, but some members have cancelled resulting in a shortfall. It was recommended that we take further members on earlier than planned from the waiting list to address the shortfall. NOTED that certain classes remain busy, and that we would not want to disappoint new members who wished to attend classes. AGREED that PD would communicate with those on the waiting list, ascertain their main interest (swimming, gym, classes) and admit new members as appropriate. **PD**
- **Costs.**
 - **Wages and salaries** The favourable variance on this was due to a timing difference with the April salary increase being backdated from the month of May.

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- **Heating and Light** It is believed that a combination of conservative planning, milder weather, and the necessary closure of the steam room while parts were awaited during the period in question has resulted in a shortfall in this expenditure.
- **Repairs and renewals** These were estimated at £1500 per month and, to date, expenditure has been lower than planned.
- **Audit**
Man-Yi is dealing with this, and matters appear to be progressing well.

4. GENERAL MANAGER'S REPORT

- **Pool Cover replacement** Following a recent service of the pool cover, the advice from Forge Leisure was that it was nearing what is generally considered the average working life of such a cover. AGREED to keep this under review and revisit every 6 months. In the meantime, we would take Forge's advice, and look at increasing the frequency of servicing.
- **Thistle Decorators quote** AGREED to accept the quote and instruct the work, subject to confirming certain details with them.
- **Steam Room and Sauna maintenance contract.** AGREED to go with Aquatec. The feedback is that they provide more detail, and respond well.

Matters arising:

- **Steam room.** NOTED that this is now working.
- **Open balcony.** NOTED that RR and PD had come to the conclusion that it was advisable to instruct external contractors to carry out this work. Our architect has been consulted, a contractor has been out to assess the work and a quote is awaited. PD
- **Fly tipping.** NOTED that the problem continues. AGREED that we should consult our architect, with a view to having the screen made higher, to prevent further tipping. PD
- **Ladies' downstairs toilet.** RR felt that the test – of decommissioning the urinal in the adjoining gents toilet - had not been allowed to run its full course. Therefore, AGREED that the urinal be turned off for a further week, and the position in the ladies toilet monitored, with inspections three times a day. PD
- **Power usage review.** No progress to report. SA/PD
- **Social Programme.** NOTED that a final email had gone out to members on this topic, asking for volunteers to organise specific interest groups. Charlie Raeburn would be meeting with interested members.
- **Classes.** NOTED that the position remains the same – with certain classes busy. The new evening aquafit class remains fairly quiet. PD will monitor the position, and if there is not greater take-up the class will be cancelled. PD
- **Coffee machine.** NOTED PD needs time to investigate the best alternative machine further. PD

5. BUILDING

- **Possible EWHT Grant funding.** NOTED that there is nothing to report. AGREED that it would be sensible to speak to EWHT to get a feel for the range of possible funding levels, and the detailed terms on which funding will be made available, and thereafter update our list of actions that will be required.

CD

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- **Cycle parking.** NOTED per CD that it remains the case that the Council are dragging their heels. CK expressed concern about members chaining their bikes to the decorative metal work at the front of the building. NOTED per SA, who cycles to the Club, that there are several posts in the vicinity of the Club that are suitable for chaining up cycles, and members should be encouraged to use these. CD

6. **AOB**

NOTED that a member had reported that their shoes have been going missing from their cubby hole. AGREED PD would be asked look into this. PD

7. **DATES OF FUTURE MEETINGS**

AGREED that no June meeting be held. Next meeting will be 11.00 am 25 July.