

DRUMSHEUGH BATHS CLUB. LIMITED

MINUTE of

MEETING OF BOARD OF DIRECTORS

11 am 25 July 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)

Robert Robertson (RR)

IN ATTENDANCE:

Paul Dunlop (PD)

1. APOLOGIES

None

2. APPROVAL OF MINUTE

A draft Minute of the last meeting (30 May, there having been no meeting in June) had been circulated and was APPROVED.

3. FINANCE

- **Electricity contract**

A revised quote has been received from the broker for a 12 month Scottish Gas contract. This will result in a figure £19k higher than the previous contract. AGREED that JJ be authorized to enter into such a contract.

- **Draft Audited Accounts**

JJ SPOKE TO these:

- There is nothing much which is unexpected.
- Income is lower, due to the discount given to existing members, and is therefore expected.
- JJ had reviewed the categorisation of fixed assets and was undertaking a “tidying up” exercise, to ensure that items were in the correct category. This flagged that the Board may need to review its depreciation policies, and this is something that will be best carried out in the context of the planned works.
- The accounts disclosed that we are now liable to tax. Geoghans will deal with this.

JJ then went round the table and asked Directors to CONFIRM that they were not aware of any issues that would affect the audit. No positive responses were received.

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JJ REPORTED that he was having difficulty with the RBS online profile system. He would continue to deal and involve CD if required.

4. GENERAL MANAGER'S REPORT

- **Finance Report for five months to 30 June 2023**

- **Summary**

- NOTED that as of the end of June, the Club's operating surplus of £56,893 was £11,055 higher than the forecast of £45,839. A shortfall in income against a forecast of £4,268 (1.5%) was more than offset by lower-than-forecast expenditure of £13,375 (5.6%) and bank interest of £1,948 which was not forecast.

- **Income**

- NOTED that the modest shortfall in subscription income may well be recovered once new members are signed up. Membership has been offered to those on the waiting list. Around 50% have taken up the offer. This is not a concern. We are running close to our budget on membership income. The shortfall in schools' income is partly due to a timing difference in the receipt of payment from St Georges.

- **Expenses**

- NOTED that expenses are lower than forecast across several categories and in some, such as Plant hire this is expected to be partly due to timing differences. The main variance occurs in the Heating and Light category, which is currently £5263 (13%) below forecast. Based on the most recent quote from our Electricity provider this favourable variance will be offset by higher bills from September onwards.

- **Outlook**

- NOTED that, based on the trends seen so far, we are on track for our projected operating surplus for the year of £105,000.

- **Staffing Update** NOTED the difficulties in recruiting, which is being experienced across the industry. A job has been offered to someone who is currently employed at Westwoods, and this will bring us up to full complement.

- **Steam Room and Sauna maintenance contract.** NOTED that Aquatec have been engaged.

Matters arising:

- **Open balcony.** NOTED that our architect has instructed this work - to be carried out within the next two weeks.

5. MEMBERSHIP MATTERS

- **Issue with Picktime booking system.**

- NOTED that a very few members had been experiencing issues with the system, in that they were not receiving confirmation of class bookings. This appears to have been resolved but AGREED that it was important to keep an eye on the matter. AGREED that in the meantime it remained the Board's

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position that the free system being provided by Picktime was adequate for our needs.

- **Lane Discipline**

NOTED per CD that she had met with a member who had experienced difficulties when 7 members (our maximum capacity for lane swimming) were swimming in the pool early in the morning. Following a long discussion about how best to deal with this, AGREED that PD include guidance in our next newsletter.

6. BUILDING

- **Possible EWHT Grant funding.** NOTED per CD that there is nothing to report. EWH are unable to give us any further information at present. NOTED per RR that he has no concerns about us delaying the planned work to the building pending hearing the outcome of EWH's deliberations.
- **Cycle parking.** NOTED per CD that it remains the case that the Council are dragging their heels. She has now been in touch to try to advance obtaining pole rings, to allow 2 cycles to be attached safely to lampposts or signage posts outside the building.

NOTED that a member has been in touch about the possibility of extending our CCTV system to cover the exterior of the building. AGREED this is a good idea, and should be relatively inexpensive. However, AGREED to leave this over until we have a resolution to where the Council will allow cycle parking facilities, so that the cameras can be trained on the correct area(s).

CD/CK

6. AOB

NOTED that a member had reported the ongoing issue of newspapers being removed from the lounge. AGREED that it was difficult to do more than the notices that are in place. AGREED that weekend papers be placed on the bar, to make it easier to locate different sections. PD

7. DATES OF FUTURE MEETINGS

AGREED 11 am 29 August and 11 am 28 September.