

# DRUMSHEUGH BATHS CLUB. LIMITED

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**MINUTE of**

**MEETING OF BOARD OF DIRECTORS**

**11.30 am 28 September 2023 at the Club**

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

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**PRESENT:**

Carol Keith (Chair) (CK)

Stephen Archer (SA)

Caroline Docherty (CD)

John Jackson (JJ)

Robert Robertson (RR)

**IN ATTENDANCE:**

Paul Dunlop (PD)

**1. APOLOGIES**

Had been received from Tony Vettraino (TV)

**2. APPROVAL OF MINUTE**

A draft Minute of the last meeting (25 July) had been circulated and was APPROVED.

**3. FINANCE**

**Finance Report - 6 months to 31 August 2023**

PD had circulated this prior to the meeting. NOTED as follows:

- At £72,783.00, the operating surplus for the year to date is £11,874.00 (19%) ahead of the forecast. Some of the variances are due to timing differences and the increase in our electricity bills now will erode some of the savings in the heating and lighting category, but we remain on track for our forecast outcome.
- Bank charges. The actuals are almost double the budget due to a calculation error between categories when forecasting at the start of the year. There were no questions.

NOTED per JJ that:

- he and PD have commenced preparation of the budget for the coming year. They are looking at subscription levels and will prepare proposals for consideration before the year end.
- JJ has spoken to our accountants re depreciation. 50 years on heritable buildings is considered normal. It may be advisable to go through the fixed asset register line by line and write down any items where that is considered appropriate, as a tidying up exercise.

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## 4. GENERAL MANAGER'S REPORT

- **Staffing**

NOTED per PD that we now have a full complement of staff. However, our swim teacher Lesley has intimated that she will be retiring. This will be a sad loss to the Club and have a great impact on family memberships. She currently has 63 pupils. She is putting out feelers herself with a view to sourcing a suitable teacher. If that is not successful, PD will be looking at various ways to provide lessons within the Club. AGREED that this is an important offering to our members, and ideally we would like to be able to continue to offer a high standard of teaching. Communication with parents as soon as possible will be important. **PD**

- **Inflatable**

The current inflatable was purchased with a donation from a generous member. It has reached the end of its life. It is very popular. Purchase of a replacement AGREED.

## 5. MEMBERSHIP MATTERS

- **AGM**

AGREED to hold this on 29 November. CD will put in hand the necessary preparations, liaising as necessary with CK, PD and JJ. Following discussion, AGREED that we will hold a question-and-answer session after the AGM, as previously. **CD**

## 6. BUILDING

- **Possible EWHT Grant funding.** NOTED per CD that the meeting at which our application is to be discussed was that day. We will therefore know more by the time of our next meeting. CD to liaise with EWH. **CD**
- **Cycle parking.** NOTED that CK had managed to arrange a meeting with the appropriate Council employee on site. He has agreed that we be placed on the list for proposed funding next year, for cycle parking hoops on the carriageway outside our building.
- **Gym toilet.** NOTED that it is unsatisfactory that this facility has been closed for so long. Investigations show that there is a significant issue with the foul water drain in this area. Following advice from our contractor, AGREED to fit a Saniflo unit. **PD**

## 7. AOCB

- **Theft of newspapers from the members' lounge.** NOTED per SA that this remains an issue. AGREED SA to liaise with PD over the wording of more forceful signage. **SA/PD**
- **Outdoor shoes.** NOTED that it remains an issue that members going to the gym are wearing their "outside trainers". AGREED that PD will provide training to staff members on how to address this issue with members. **PD**
- **Board members.** AGREED that we need to be identifying possible new Board members with skills that are not already represented on the Board. **All**

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## **8. DATES OF FUTURE MEETINGS**

31 October 11 am already in the diary. AGREED to meet immediately before the AGM  
- 5pm on 29 November.

## **9. ANY CONFIDENTIAL BUSINESS**

None