

DRUMSHEUGH BATHS CLUB. LIMITED

MINUTE of

MEETING OF BOARD OF DIRECTORS

5.00pm 29 November 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 (31 October) had been circulated and was APPROVED.

3. FINANCE

Finance Report - 9 months to end October 2023

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

- At £86,696.00 the operating surplus for the year to date is £6,798 (9%) ahead of the forecast and we remain on track for our forecast outcome.
- The figure for training costs was higher due to timing - we have a number of staff required to renew their NPLQ at the same time.

Arrangements for issue of renewal notices for subscriptions for 2024

NOTED per PD that the terms of these will be agreed before Christmas and issued early in January as usual. PD

4. GENERAL MANAGER'S REPORT

This had been circulated. The following matters were for NOTING:

- Staffing. Dominic King had left after working his 1 week notice period (he was on probation)- to take up a position in a civil service graduate scheme. The position of full-time lifeguard had been advertised and a number of candidates were being interviewed.
- Waiting list. There are currently 40 names on the list. PD will cap this soon.

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- Swimming lessons. The first provider that we had been in discussion with decided not to proceed due to staffing issues. A second potential provider had been identified, and met with Lesley and PD. Discussions are being progressed. AGREED communication with parents remains important. PD

The following matters were for discussion/approval:

- **Festive Period opening hours.**
PD had circulated his proposal to ensure there was adequate adult swim time during the holidays - this was in line with the last few years. This includes three 1.5-hour adult only periods per day on the days between Christmas and New Year. The proposal was AGREED.
- **Staff Christmas Night**
AGREED that it was appropriate to provide a contribution to this for each member of staff attending.

5. MEMBERSHIP MATTERS

- **AGM**
NOTED per CD and CK that, although the papers issued for the AGM had explained that it was not intended to hold a members' meeting after the AGM, as a meeting will be held in 2024 once the timing of the building works is known - members had been invited to submit in advance any questions that they felt were pressing. A number of questions had been received by email and responded to.

6. BUILDING

- **Possible EWH Grant funding.** NOTED per CD that progress was being made on this. EWH had approved JJ's proposed project cashflow, and it was hoped that the firm offer of funding will be issued before Christmas, with works commencing in February/March.
- **Gym toilet.** NOTED per PD that the Saniflo had been fitted in the toilet off the gym at the beginning of the month and was working satisfactorily.

7. AOCB

TV mentioned that a roof leak has caused staining to the ceiling in the upstairs shower area. PD confirmed he had contacted our roofer. CK reminded the meeting that of course the proposed building works include an extensive overhaul of roof tiles.

8. DATES OF FUTURE MEETINGS

AGREED a December meeting would not be necessary. AGREED meeting date of 16 January at 11 am.

9. ANY CONFIDENTIAL BUSINESS

None