

Wigginton Old School Board of Trustees

Charity No. 517365

DRAFT Minutes of the meeting of the Wigginton Old School Board of Trustees held on Monday 1st February 2016 at 10.15 in the John Jeffery Room, The Old School, Wigginton.

15/022 Trustees Present

Cllrs P Vaughan Chair, P Firth, J. Jeffery, E Wilson and DW Geary (Secretary)

15/023 Apologies for Absence

Trustee W Tomlinson

15/024 Declarations of Interest

None

The Chairman explained the purpose of declarations of interest at meetings and its importance to trustees who have an interest in issues discussed and in financial matters.

15/025 To confirm the minutes of the last meeting held on 13.11.15

The minutes of the meeting held on 13.11.15 were accepted as a correct record and were signed by the Chairman.

RESOLVED that the minutes be accepted and signed.

15/026 Matters Arising from the minutes

a) New trustees

The appointment of the new trustees Mr P Firth and Mr E Wilson were confirmed. The secretary will now inform the Charities Commission of their appointments and former trustee I Douglas will now be removed.

RESOLVED that the matter be noted and acted on accordingly.

b) Roof inspection

The secretary informed trustees that quotations have been received from two (2) contractors for the chimney repairs and a third is expected. Trustees were agreed that the cost of repairs is beyond the Old Schools finances and will be referred to the Parish Council for further discussion and consideration upon receipt of the third quotation.

RESOLVED that the matter be noted and referred to the Parish Council on receipt of the third quotation.

15/027 To receive an update on other maintenance requirements.

The secretary informed trustees that the following work is in hand:-

- a) A new double glazed kitchen exit door has been installed.
- b) The carpet to the John Jeffery room has been fitted.
- c) Additional lighting to the front of the Old School has been installed.
- d) Additional storage has been created in the accessible toilets store.
- e) An additional double 13amp socket has been installed in the main hall.
- f) Guttering has been replaced at the rear of the Old School
- g) A replacement vacuum cleaner has been obtained.

Further electrical work has been quoted at £ 90.00 to replace defective wiring and 13amp double socket in the John Jeffery room and quotations are being obtained to upgrade the store room in the carpark area.

No further action has been taken on the proposed kitchen upgrade but it is hoped that this will continue during the next financial year.

RESOLVED that the matters be noted and progressed by the secretary

15/028 To receive the accounts for the year to date

The secretary presented the audited year end accounts and reconciliation for the year to date 31.12.15.

Income-Expenditure analysis	01.04.15		
to		31.12.15	
Balance brought forward 2015-2016			7571.70
Income to 31.12.15	Hall Hire	4728.25	
	EDF Refund	93.32	
	WPC Grant	2850.00	
Total income at			
31.12.15		<u>7671.57</u>	7671.57
Expenditure to 31.12.15			
General	City of York Waste	-208.00	
	Water Rates	-155.02	
	City of York Rates	-157.53	
	Cleaning	-907.04	-1427.59
Energy	Gas NP/SSE	-221.39	
	Electricity EDF/SSE	-246.05	-467.44
Maintenance	Building	-891.00	
	Painting	-130.00	
	Electrical	-348.00	
	Safety	-91.56	
	Window Cleaning	-175.00	
	Fire Alarm	-1641.40	
	Boiler	-50.00	
	New carpet	-538.80	
	Upvc Kitchen door	-1100.00	
	Vacuum cleaner	-130.00	
	Blinds	-115.00	
	Roof	-520.00	-5730.76
Miscellaneous	Auditor	-50.00	
	Stationery	-34.99	
	WPC Clerks services	-450.00	
	Refreshments (re-sale)	-7.40	
	Music Licences	-137.74	
	Cash purchases	-17.84	
			-697.97
Total Expenditure to 31.12.15		<u>-8323.76</u>	-8323.76
Balance at 31.12.15			6919.51

The secretary informed members of the following cheque and direct debit/standing order payments made in December 2015

Date	chq no.	Supplier	Service	Net	VAT	Gross
31.12.15	100516	WPC	Clerks time	210.00		210.00
	100517	S Barley	Replacement guttering	310.00		310.00
	100518	A Morris	Window cleaning	25.00		25.00
	100519	D W Geary	Vacuum cleaner	130.00		130.00
	100520	S Barley	Upvc kitchen door	1100.00		1100.00
			TOTAL			1775.00
09.12.15	DD	Yorkshire Water	Water rates	112.51		112.51
29.12.15	SO	MJ Jeffery	Honorarium	91.66		91.66
			TOTAL			204.17
						0.00
						0.00
						0.00
						0.00
Total all payments				1979.17	0.00	1979.17

RESOLVED that the accounts be accepted.

15/029 Other business not requiring notice

a) It was agreed that the Annual Meeting agenda will include a review of meeting frequencies and hire fees.

b) Trustee Paul Firth agreed to be the third bank account signatory. The Secretary will obtain the necessary documentation.

15/030 Date of next meeting.

Trustees agreed that the date of the next meeting will be Tuesday 3rd May 2016 commencing at 10-15 am followed by a trustees meeting.

NB: These minutes are unconfirmed and are subject to confirmation at the next meeting of the Old School Board of Trustees.