

# Wigginton Old School Board of Trustees

## Charity No. 517365

**DRAFT** Minutes of the Meeting of the Wigginton Old School Board of Trustees Annual General Meeting held on Monday 7<sup>th</sup> August 2017 at 1030 in the John Jeffery Room, The Old School, Wigginton.

### **17/010 Trustees Present**

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

### **17/011 Apologies for Absence**

Cllr P Firth, D Sissons

### **17/012 Declarations of Interest**

Mr E Wilson in respect of minute 17/ 015 c and d.

### **17/013 To approve the minutes of the meeting held on 02.05.17**

The minutes were accepted and signed by the chairman.

### **17/014 Matters arising from the minutes of the last meeting.**

#### **a) LED Lighting -entrance, toilets and main hall.**

Trustees were informed that the LED lighting to the toilets and entrance area have now been satisfactorily completed.

**RESOLVED** that the matter be noted.

#### **b) Height of lighting in the main hall**

Trustees were informed that this matter has been deferred to allow for new LED lighting to be included and quoted for.

**RESOLVED** that we arrange to obtain the quotation from A Bell Electrical Engineer

#### **c) Kitchen cupboard doors**

Trustees were informed that the project to upgrade the cupboard doors has been satisfactorily completed.

**RESOLVED** that the matter be noted.

#### **d) Web Site**

Trustees were informed that the web site is now available but is a project still being developed. Sample pages were shown to trustees. The site is found at [www.wiggintonoldschool.co.uk](http://www.wiggintonoldschool.co.uk)

Further work will be completed as soon as possible including uploading of trustees photographs.

**RESOLVED** that the matter be noted.

#### **e) Skipton Building Society**

Trustees were informed that a further £ 2000.00 has been transferred to the Skipton account.

**RESOLVED** that the matters be noted.

### **17/015 Maintenance report**

Trustees were informed that the following works have been carried out:-

- a) LED lighting completed in toilets and entrance hall
- b) Fire alarm system and emergency lighting has been serviced
- c) Fire extinguisher have been serviced
- d) PAT testing has been carried out
- e) Landlords safety and service check has been carried out on the gas boiler

- f) Pot holes on the car park have been repaired (This was undertaken by the Parish Council)
  - g) Kitchen cupboard doors and drawer fronts have been upgraded
  - h) Kitchen has been repainted
  - i) Air fresheners have been installed in each toilet
- RESOLVED** that the matters be noted

### 17/016 To receive the accounts for April-July 2017

The accounts and reconciliation for the period up April to July 2017 were presented

Opening balance		8798.35
Income		
Hire fees	3871.50	
Donations	20.00	
Total		3891.50
Expenditure		- 2600.45
Total		100894.00
Less unpaid invoices		-270.00
Less unrepresented receipts		-10.00
Add unrepresented payments		135.70
Less transfer to Skipton Building Society		<u>-2000.00</u>
Balance		7945.10
Skipton Building Society		<u>4000.00</u>
<b>Total balances</b>		<b>11945.10</b>

**RESOLVED** that the accounts be accepted.

### 17/017 Other business

- a) Replacement chairs

Trustees discussed the replacement of the existing red plastic chairs with modern folding type chairs. The estimated cost including VAT will be £ 308.00.

**RESOLVED** that the existing plastic chairs are disposed of and replaced by folding chairs at a cost of £ 308.00.

- b) Repainting of toilets

Trustees were informed that following various works the toilets should be repainted.

**RESOLVED** that the toilets be repainted at an estimated cost of £ 300.00.

### 17/018 Date of next meeting.

The next meeting will be held at 1030 hours on 2<sup>nd</sup> October 2017.

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