

# Wigginton Old School Board of Trustees

## Charity No. 517365

Minutes of the meeting of the Wigginton Old School Board of Trustees held on Thursday 23rd January 2014 at 1830 in the John Jeffery Room, The Old School, Wigginton.

### 13/021 Present

Cllrs P Vaughan Chair, Douglas, Jeffery, Spence, Mrs N Joy-Smith, Mr P Smith, Mr W Tomlinson and Mr D Geary Secretary.

### 13/022 Apologies for Absence

None.

### 13/023 Minutes of Previous Meeting

**RESOLVED** that the minutes of the previous meeting held on 22/08/13 be accepted as a true record.

The Chairman signed the minutes of the previous meetings.

### 13/024 Matters Arising

The Secretary confirmed:-

- a) that the new energy suppliers are Npower for gas and EDF for Electricity.
- b) that the secondary glazing was complete in the main hall and John Jeffery Room,
- c) that the vertical blinds are completed in the main hall and John Jeffery Room.
- d) that the kick heater was complete and operational in the kitchen. This has been funded by the Parish Council.
- e) that the kitchen ceiling has been lowered and a trap door access and ladder installed.
- f) that the internal painting has been completed throughout.

**RESOLVED** that the matters be noted.

### 13/025 Financial Update

The secretary presented the August update, reconciliation and payment schedule.

#### RECONCILIATION

Opening balance 01.04.13	£ 4578.80
Add petty cash	£ 3.33
Add receipts 2013-14 to date	£ 7221.19
Less payments 2013-14 to date	-£ 8725.98
Less petty cash in hand	<u>-£ 3.33</u>
Balance 31.12.13 at bank	£ 3074.11

Balance at bank 31.12.13	£ 3074.11 statement 146
Cash in hand	<u>£ 3.33</u>
Balance	£ 3077.44

The secretary gave an overview of finances to December 2013.

Payments made by the secretary including direct debits and standing orders were approved.

**RESOLVED** that the Financial Report be accepted.

### 13/026 2014-2015 Bookings

The secretary informed members that bookings for 2014-2015 are ahead for the year and that we have over 260 individual bookings which will probably double during the year.

**RESOLVED** that the matter be noted

**13/027 Proposed additional minor works.**

The secretary informed the meeting that the following work is required to complete the works programme:-

- a) additional secondary glazing to the kitchen and toilet windows at a cost of £345.00
- b) An additional shelf in the chair/table store for additional children's chair storage at a cost of £87.00
- c) lagging of the pipework above the new kitchen ceiling (as recommended by the gas engineer) at a cost of £55.00
- d) a frost stat above the kitchen ceiling ( as recommended by the gas engineer) to protect the boiler and central heating installation at a cost of £65.00
- e) fitting door closers to the internal and external kitchen doors for heat retention purposes at a cost of £79.97
- f) upgrading of the external corner storeroom to create an archive and increase overall storage space at a cost of £520.00 . This project work would possibly be financed by the Parish Council as the bulk of records would be Parish Council documents - the project has already been discussed with the Chair of the Parish Council. Members suggested that the project should be re-quoted to include appropriate insulation of the walls.
- g) Electrical wiring 5 yearly inspection at a cost of £190.00.

**RESOLVED** that the reported works be implemented or actioned accordingly.

**13/028 Proposed Open Day.**

The secretary reported that there has been no progress in organising an open day to the works programme. It is however reasonable that we could now consider such an event. York School of Sewing are expected to complete the tapestry repairs by mid-March so an April, May or June date would be suitable.

**RESOLVED** that the Open Day be arranged for late spring / early summer. The matter will be discussed further at the next meeting.

**13/029 Other Business not requiring notice**

Cllr Douglas asked if the external front of building lighting could be put on to a timer for night time illumination of the access.

**RESOLVED** the secretary will investigate the matter.

**13/030 Date of Next Meeting**

**RESOLVED** that the next meetings of the Wigginton Old School Board of Trustees will be held in March and the AGM, after the accounts have been audited, in April. The actual dates will be advised by the Secretary.

**Signed.....Date.....**