

Wigginton Old School Board of Trustees

Charity No. 517365

Minutes of the Meeting of the Wigginton Old School Board of Trustees on Tuesday 15th January 2013 at 1900 in the John Jeffery Room at the Old School Community Hall, Wigginton.

12/028 Present

Cllr P Vaughan Chair, Cllrs Douglas, Cllr Jeffery, and Mr D Geary, Secretary.

12/029 Apologies for Absence

None

12/030 Minutes of Previous Meeting

RESOLVED that the minutes of the previous meeting held on 04/10/12 be accepted as a true record. The Chairman signed the minutes of the previous meetings.

12/031 Matters Arising

None all matters were addressed as part of the agenda.

12/032 Financial update

The Secretary informed the meeting of the current financial position of the Old School for the year 2012-13 to date. When all liabilities have been settled there will be approximately £4387.00 available in the current account. No payments are currently due. Bookings are now continuing to showing signs of improvement by existing hirers and new contracts. The Parish Council has recently agreed, as the owner of the building, to undertake direct payments for significant works carried out. To this end they have taken responsibility for and settled the account for the external painting work.

December 31st 2012 HSBC Bank Account

Period 01/04/12 to 31/12/12

Balance Brought Forward		4413.70
Add total receipts		9008.50
Less total payments		-7407.45
BALANCE		6014.75

Closing balance Current Acc	31.12.12	7096.22
Less unrepresented payments	31.12.12	-1156.00
Add unrepresented receipts	31.12.12	70.00
Add Petty cash in hand		4.53
BALANCE	31.12.12	6014.75

RESOLVED that the Financial report be accepted.

12/033 Proposed Budget for 2013-2014

The secretary presented the following proposals for 2013-2014. As the proposals included reference to the honorarium to Wendy Jeffery and additional payments to cover the cost of telephone calls John Jeffery left the room.

INCOME

Room Hire	5100.00
Rent	480.00
Grant WPC	2500.00
Others	
	8080.00

EXPENDITURE

Gas	860.00
Electricity	540.00
Water	215.00
Waste	175.00
Rates	200.00
Insurance	625.00
Cleaning/Booking clerk	1000.00
Telephone (Bookings)	100.00
PRS Licence	105.00
Gas safety checks	50.00
Window Cleaning	240.00
Electrical safety inspection	190.00
PAT testing	19.00
Extinguisher maintenance	56.00
Fire Alarm Battery Points	85.00
New Safety Signage	60.00
Stationery/postage	125.00
Cleaning products	75.00
Secretarial costs	480.00
Minor maintenance	250.00
Total	5450.00
Surplus	2630.00

Likely Surplus 2012-13 4000.00

RESOLVED that the Cleaning/bookings honorarium be increased to £1000.00 per annum subject to review in 6 months time and an additional separate amount of £ 100 .00 per annum be paid to cover the cost of telephone booking calls both from 1st April 2013 and that the budget proposals be accepted for 2013-2014.

12/034 Additional Improvements to the Old School.

The secretary informed the meeting of proposed additional internal works :-

- Internal decorating - an additional quotation is to be obtained.
- Carpet for the John Jeffery room- an additional quotation is to be obtained.
- Secondary glazing- an additional quotation is to be obtained.
- Curtain cleaning- quotations to be obtained.
- Splitting of the lighting electrical circuits – a quotation for £ 115.00 has been obtained from MT Electrical – members agreed that this work should be proceeded with.

- f) Internal Furniture store in the John Jeffery room- quotations have been received- members agreed to proceed with the work quoted at £ 385.00 by Scott Barley.
 - g) Upgrading of the toilets to include the lowering of ceilings in the ladies and gents toilets, partial wall tiling in all toilets and replacement toilets in the ladies and gents toilets- quotations have been received- members agree to proceed with the work quoted at £ 990.00 by Scott Barley.
 - h) Additional heating in the kitchen area-an additional quotation is to be obtained.
- RESOLVED** that the improvement programme report be noted and appropriate action be taken.

12/035 Other Business

None.

12/036 Date of Next Meeting

RESOLVED that the next meeting of the Wigginton Old School Board of trustees will be held on Thursday 28th March 2013 at 1900 and that the Annual General Meeting be held (subject to confirmation) on Thursday 16th May 2013 at 1900.

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