

Wigginton Old School Board of Trustees

Charity No. 517365

Minutes of the Meeting of the Wigginton Old School Board of Trustees on Tuesday 17th July 2012 at 1900 in the Old School Community Hall, Wigginton.

12/011 Present

Cllr P Vaughan Chair, Cllrs Douglas, Cllr Jeffery, Mr W Tomlinson and Mr D Geary, secretary.

12/012 Apologies for Absence

Mrs N Joy Smith and Mr P Smith

12/013 Minutes of Previous Meeting

Resolved that the minutes of the previous meeting held on 08/05/12 be accepted as a true record.

The Chair signed the minutes of the previous meetings.

12/014 Matters Arising

a) Secretarial costs

The secretary informed members that the estimated costs of secretarial assistance is between 6 and 8 hours per month. This equates to £50.00 for 6 hours and £66.00 for 8 hours per month. Members agreed that the cost should be carried by the Old School.

RESOLVED that the Parish Council be informed.

b) Furniture

The secretary informed the meeting that the new furniture has now been delivered and is in use.

c) Ex gratia Gift to the Auditor

Cllr Vaughan reported that the Auditor carries out the Audit on an annual basis and does not make a charge for his services.

RESOLVED that Cllr Vaughan purchase a Wine Gift voucher for £ 50.00 and present it to the Auditor with a letter of thanks.

d) Open Day

The secretary informed members that no progress has been made with the Open Day as repairs and alterations have not been completed.

RESOLVED that the Open Day be planned as soon as works are completed and that Old Pupils and the Press be invited to attend.

12/015 Financial update

The Secretary informed the meeting of the current financial position of the Old School for the year 2012-13 to date. A grant of £4000.00 has been received from the Parish Council and a grant of £ 1000.00 has been awarded by the Ward Committee. Both grants are towards the ongoing maintenance programme.

Although bookings are down at this stage, which will impact on income, the financial situation remains good.

Payments for July were confirmed in the sum of £ 1822.95.

RESOLVED that the Financial report be accepted.

12/016 Improvements to the Old School.

The secretary informed the meeting that minor internal repairs and the external gate have now been completed. However the property maintenance company have not as yet started work on the external repairs. The secretary informed the members that he has concerns about them and has arranged for further quotations for roof and other repairs.

RESOLVED that the secretary discuss the commencement of works programme with the contractors and progress the work to a satisfactory conclusion.

12/017 Proposed internal repairs and maintenance

The secretary suggested that with the current level of funds it might be possible to consider re-decorating the internal areas of the Old School and perhaps to carry out a cleaning programme for the hall curtains and review the lighting levels. A number of suitable contractors were proposed.

RESOLVED that the secretary obtain quotations for the suggested works.

12/018 Other Business

a) Cllr Vaughan informed members of the valuation report and that a recommendation has been made to consider the installation of an Intruder Alarm System.

RESOLVED that the secretary arrange for a survey and obtain a quotation.

Cllr Douglas suggested that a contract be arranged for regular window cleaning to be carried out.

RESOLVED that the secretary will obtain costs from a local contractor.

12/019 Date of Next Meeting

RESOLVED that the next meeting of the Wigginton Old School Board of trustees will be held on Tuesday 25th September 2012 at 1900.

Signed.....Date.....