

Wigginton Old School Board of Trustees

Charity No. 517365

DRAFT Minutes of the meeting of the Wigginton Old School Board of Trustees held on Friday 13th November 2015 at 10.15 in the John Jeffery Room, The Old School, Wigginton.

15/011 Trustees Present

Cllrs P Vaughan Chair, J. Jeffery, Mrs N-J Smith, Mr W Tomlinson and DW Geary (Secretary)

15/012 Apologies for Absence

Trustee Mr P Smith

15/013 Declarations of Interest

The secretary declared an interest in the nomination of Mr E Wilson as trustee, as he is a family member.

15/014 To confirm the appointment of two new trustees:-

- a) One to replace Ian Douglas who has resigned having moved away from the area and
- b) An additional trustee to bring our numbers to eight in accordance with the constitution.

The secretary informed members that Wigginton Parish Councillor, Cllr Paul Firth and local resident and hall user Mr Ed Wilson have agreed to join the Board of Trustees.

RESOLVED that Cllr P Firth and Mr E Wilson be appointed trustees and that the secretary make the necessary administrative arrangements.

15/015 To confirm the minutes of the last meeting held on 30. 04.15

The Chairman pointed out that the minutes, with the agreement of members in attendance at that meeting, omit an item relating to the naming of the main hall, due to incorrect procedural arrangements. The matter was discussed and agreed that the minutes be accepted and signed.

RESOLVED that the minutes be accepted and signed.

15/016 Matters Arising from the minutes

a) Carpet

The secretary informed trustees that the carpet in the John Jeffery room will be fitted on 13.11.15

RESOLVED that the matter be noted.

b) Roof inspection

The secretary informed trustees that repairs had been carried out to the slates above the disabled toilets and timbers in the eaves replaced.

Guttering to the rear of the building is expected to be changed on 14/15-11/15.

Drain covers have been fitted around the building and out buildings.

An inspection of the chimneys will be carried out on Tuesday 17.11.15.

There will then remain any work arising from the chimney inspection and some slates requiring re-fixing.

RESOLVED that the matter be noted and that the secretary progress other works.

c) Water charges Allotment 1 & 2

The secretary informed trustees that the matter was now resolved and the allotment holders on Nos 1 & 2 allotments will in future make an annual payment of £ 20.00 each for the water supply to the Old School.

Mr Tomlinson asked what arrangements were in place for other allotments on Mill Lane. Trustees were informed that there is no water supply to those allotments and this is a matter for the Parish Council not the Old School.

RESOLVED that the matter be noted.

15/017 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 will be installed in the next 3-4 weeks.
- b) Additional external flood lighting will be installed to the front of the building.
- c) The light in the disabled toilets storeroom will be independently switched.

RESOLVED that the matters be noted and progressed by the secretary

15/018 Proposed kitchen alterations and upgrade

The secretary informed trustees that the kitchen was in need of upgrading and circulated a draft of how the kitchen might look in the future.

RESOLVED that this be progressed in 2016-17 and that as usual member groups will be consulted.

15/019 To receive the accounts for the year to date

The secretary presented the audited year end accounts and reconciliation for the year to date 12.11.15. There are currently no payments to be approved. The secretary explained the payments procedure to trustees.

Income-Expenditure analysis	01.04.15		
to		12.11.15	
Balance brought forward 2015-2016			7571.70
Income to 12.11.15	Hall Hire	3245.75	
	EDF Refund	93.32	
	WPC Grant	2850.00	
Total income at 12.11.15		<u>6189.07</u>	6189.07
Expenditure to 12.11.15			
General	City of York Waste	-208.00	
	Water Rates	-42.51	
	City of York Rates	-157.53	
	Cleaning	-716.00	-1124.04
Energy	Gas NP/SSE	-221.39	
	Electricity EDF/SSE	-246.05	-467.44
Maintenance	Building	-341.00	
	Painting	-130.00	
	Electrical	-348.00	
	Safety	-91.56	
	Window Cleaning	-125.00	
	Fire Alarm	-1641.40	
	Boiler	-50.00	
	Blinds	-115.00	
	Roof	-520.00	-3361.96
Miscellaneous	Auditor	-50.00	
	Stationery	-34.99	
	WPC Clerks services	-240.00	
	Refreshments (re-sale)	-7.40	
	Music Licences	-137.74	
	Cash purchases	-17.84	-487.97

Total Expenditure to 12.11.15	-5441.41	-5441.41	-5441.41
Balance at 12.11.15			8319.36

RESOLVED that the accounts be accepted.

15/020 Other business not requiring notice

None

15/021 Date of next meeting.

Trustees agreed that the date of the next meeting will be Friday 22.01.16 commencing at 10-15 am.

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