

# 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 Tuesday 3<sup>rd</sup> May 2016 at 1015 in the John Jeffery Room, The Old School, Wigginton.

### **16/001 Trustees Present**

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

### **16/002 Apologies for Absence**

Cllrs Jeffery

### **16/003 Declarations of Interest**

None

### **16/005 To receive the Chairman's report for 2015-16**

The year 2015-2016 has been another very successful one both for bookings and with our continuous maintenance improvements programme.

We have successfully attracted new groups including Slimming World, City of York Adult training bike maintenance, Romantic Writers Guild, 1940's recreation dance group, and Parlez Vous Francais French teaching class and hopefully we will be introducing a Pilates group later in the year. Perhaps the most significant single booking we took was from Jorfor Hall Viking Re-Enactment group who stayed for 2 days and nights during the City of Yorks Yorkvik Festival. This booking actually enhanced the local economy by nearly £ 1000.00 and was supported by The Wigginton Village Store and Glenn Coaches.

Sadly though we have said goodbye Yorvik square dancing group following the death of Norman Mitchell who was a great supporter of the Old School, to En-Pointe who now have their own dance studio and The National Child Birth trust

Our maintenance programme continued at a pace. We installed and commissioned a full fire alarm system incorporating smoke detectors and call points, a new double glazed Upvc kitchen exit door, renewed the emergency lighting system and continued with our electrical upgrade. A new carpet was fitted to the John Jeffery Room and for the first time the building has a full Fire Risk Assessment.

Our income was again supported by the Haxby & Wigginton Ward Committee and the Parish Council both of whom we thank sincerely for their support. The income from hire fees was a new record amount.

For 2016-17 we will be completing the roof repairs with the chimney work and our plan is to install hand dryers in the toilets, a baby nappy changing table in the accessible toilet, install a new electrical distribution board and change a number of fluorescent lights for led types as part of our energy efficiency drive, to carry out improvements to our outside building store room and to paint the outside of the building in accordance with our lease. We will also be installing an armoured cable electrical supply for the Christmas tree lighting. We will continue with our kitchen updating programme, although this will be dependent on funding. And finally we will be undertaking an asbestos survey as part of our management responsibilities for the building.

In 2010-11 we inherited a loss making situation and have since worked tirelessly to establish the Old School as a very successful village facility and asset.

I think it is fair to say we have well and truly got the Old School back on the rails of success and being well managed.

## 16/006 To receive the audited accounts to the Year End March 2016

The secretary presented the audited year end accounts and reconciliation for the period up to 31<sup>st</sup> March 2016

	Year Ending <b><u>2015-16</u></b>	<u>31.03.15</u>
<b>RECEIPTS</b>		
Hire of hall	7,505.50	7,443.75
Book and mug sales	0.00	170.20
Energy refund	161.93	0.00
Bank interest	0.00	0.00
Grants/donations	3,850.00	1,041.00
Others	0.00	51.76
	<u>11,517.43</u>	<u>8,706.71</u>

<b>PAYMENTS</b>		
Gas	-495.71	-620.00
Electricity	-360.61	-550.00
Water & Sewerage	-237.15	-343.72
Cleaning/Booking clerk	-1,388.92	-1,099.92
Insurance	0.00	0.00
Non-domestic Rates	-209.53	-204.85
Administration (WPC Including rent)	-608.00	-640.00
Maintenance, Repairs and renewals	-6,332.76	-1,441.47
Waste Collection	-208.00	-208.00
Others	-274.47	-219.42
	<u>-10,115.15</u>	<u>-5,327.38</u>

### Summary for the year

Balance b/f	7,571.70	4,192.37
Total of income	11,517.43	8,706.71
Total expenditure	<u>-10,115.15</u>	<u>-5,327.38</u>
Balance c/f Add total receipts	<u><u>8,973.98</u></u>	<u><u>7,571.70</u></u>

### RECONCILIATION

HSBC Current Account	8,962.98	7,554.86
Cash in Hand	0.00	0.00
	<u>8,962.98</u>	<u>7,554.86</u>
Add unbanked receipts	18.00	0.00
Deduct unrepresented cheques	-7.00	-3.16
Add unpaid invoice		20.00
Balance	<u><u>8,973.98</u></u>	<u><u>7,571.70</u></u>

**RESOLVED** that the audited accounts be accepted. The Chairman and Secretary signed the audited accounts.

### **16/007 To review hire charges**

The hire fees were reviewed and the following proposals were discussed:-

- a) 2016-17 rates  
These will remain unchanged with the exception that all hours booked will now be charged for ( including breaks between sessions). The rates for all Parties will be increased to £ 42.50.
- b) 2017-18 rates  
A minimum hire period of 2 hours will be introduced and the minimum hourly rate will increase to £ 9.00.
- c) 2018-19 rates  
The hourly rate will rise to £ 10.00 for all groups and activities. The rates for Parties will rise to £ 45.00.  
Weddings and special events will be charged at £ 50.00 per day including set up/break down days.
- d) 2019-20 A review will be carried out hereafter on an annual basis.  
**RESOLVED** that the above proposals be adopted and individual groups notified.

### **16/008 To consider the frequency of trustee meeting.**

Meeting frequencies was discussed

**RESOLVED** trustees agreed that four (4) per year will be held. Trustees may ask for extra meetings should circumstances require them.

### **16/009 Other business**

#### **a) Internet banking**

Members discussed the need for Internet Banking

**RESOLVED** that internet banking be arranged for viewing the account only with no transacting of business.

#### **b) Bank account signatories**

Members were informed that following the resignation of a trustee earlier in the year there are only two(2) bank signatories.

**RESOLVED** that in addition to P. Vaughan and M.J. Jeffery that P Firth be appointed as a bank signatory.

### **16/010 Date of next meeting.**

The Secretary will notify trustees of the date and time of the 2017 AGM meeting.

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