

# 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 Wednesday 1<sup>st</sup> November 2017 at 1000 in the John Jeffery Room, The Old School, Wigginton.

### **17/019 Trustees Present**

Cllrs P Vaughan Chair and J Jeffery, P Firth and DW Geary (Secretary)

### **17/020 Apologies for Absence**

E Wilson and D Sissons

### **17/021 Declarations of Interest**

None

### **17/022 To approve the minutes of the meeting held on 07.08.17**

The minutes were accepted and signed by the chairman.

### **17/023 Matters arising from the minutes of the last meeting.**

#### **a) Height of lighting in the main hall**

Trustees were informed that this matter has been deferred as we are unfortunately having to arrange a new supplier/installer.

**RESOLVED** that the matter be noted and progressed.

#### **b) Web Site**

Trustees were informed that the web site is now available but is a project still being developed. Sample pages were shown to trustees. The site is found at [www.wiggintonoldschool.co.uk](http://www.wiggintonoldschool.co.uk)

Further work will be completed as soon as possible including uploading of trustees photographs.

**RESOLVED** that the matter be noted and progressed.

#### **c) Replacement chairs**

Trustees were informed that the new/replacement chairs have been obtained and are in use.

**RESOLVED** that the matter be noted.

#### **d) Repainting toilets**

Trustees were informed that the toilets have now been repainted.

**RESOLVED** that the matters be noted.

### **17/024 Introduction of additional cleaning services**

Trustees were informed that due to a considerable increase in hirers and footfall into the Old School an additional cleaner has been engaged to clean the toilets and kitchen each Friday. It was agreed that the cleaner be paid by standing order.

**RESOLVED** that the matter be noted and a standing order be arranged with HSBC.

### **17/025 External footpath lighting**

Trustees discussed the installation of addition external footpath lighting for improved access safety.

**RESOLVED** that an electrical contractor be engaged to install 2 light sets to the front of the building.

### **17/026 Installation of roller shutter to kitchen serving hatch.**

Trustees discussed the installation of a fire rated roller shutter incorporating a fire interface to replace the existing kitchen hatch. This has been costed at £ 773.33 including vat.

**RESOLVED** that the matter be noted and proceeded with.

### **17/027 Installation of magnetic door retainers**

Trustees discussed the installation of 4 magnetic door retainers incorporating a fire interface to the for internal doors (excluding toilets). This has been costed at £ 629.79 including vat.

**RESOLVED** that the matter be noted and proceeded with.

### **17/028 Maintenance report**

Trustees were informed that the only maintenance work carried out recently has been with internal painting of the kitchen and toilets.

**RESOLVED** that the matter be noted.

### **17/029 To receive the accounts for April to October 2017**

The accounts and reconciliation for the period up April to October 2017 were presented

Opening balance		8798.35
Income		
Hire fees	7071.50	
Donations	20.00	
Total		7091.50
Expenditure		- 4687.75
Transfer to Skipton Building Soc.		<u>- 2000.00</u>
Total		9202.10
Less unpaid invoices		-460.00
Add unrepresented payments		<u>76.19</u>
TOTAL (Bank statement)		8818.29
Add unpaid invoices		-460.00
Less unrepresented payments		76.19
Add Skipton Building Soc.		<u>4000.00</u>
Balance		13202.10

**RESOLVED** that the accounts be accepted.

### **17/030 Other business**

#### **a) News Letter**

Trustees were informed that a news-letter has been introduced, the first having been circulated in August 2017. These will be prepared from time to time but not on a regular basis.

**RESOLVED** that the matter be noted.

**b) White lining of car park**

Trustees discussed the white lining of the car park. This has been costed at £630.00 including vat.

**RESOLVED** that the matter be deferred until such time as the car park has been resurfaced.

**17/031 Date of next meeting.**

The next meeting will be held at 1030 hours on Tuesday 9<sup>th</sup> January 2018 commencing at 1900 hours

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