

Wigginton Old School Board of Trustees

Charity No. 517365

DRAFT Minutes of the Annual Meeting of the Wigginton Old School Board of Trustees held on Monday 20th May 2019 at 1900 in the John Jeffery Room, The Old School, Wigginton.

19/001 Present

Cllrs P Vaughan Chair and Jeffery, Mr E Wilson, Ms M Crawford and the Clerk D W Geary acting as secretary

19/002 Apologies for Absence

Ms D Shatford, P Firth

19/003 Declarations of Interest

None

19/004 Chairman's report for 2018-19

The past year has seen further growth in bookings to a record level. This is the result of much hard work and due to the major improvements we have and continue to make to the building.

We continue to welcome new groups including:

Haxby Toddlers, Two Spiritualist groups, U3A Line dancing, WEA Greek lessons and York City FC Football Foundation group.

Our maintenance programme has continued at a pace, we have completed our lighting upgrade internally and started externally with LED type. We have installed acoustic panels in both halls and hope to extend this in the near future to complete the project.

The Annual Accounts have been audited and we go forward into 2019-20 in the healthiest position we have ever had.

With the building being the age it is, maintenance will be forever ongoing and wisely the trustees have continued to invest in a savings account with the Skipton Building Society. The Parish Council, our landlord, has been aware for some time that there will be serious expenditure requirements in the future with regard to the roof.

Going forward we hope amongst other projects to complete further acoustic work, complete the external lighting upgrade, make safety repairs to the external car Park dividing wall and improve child safety by fitting finger guards to all internal doors.

I would like to thank my fellow trustees for their support.

We look forward to another successful year.

19/005 Election of Chairman

A proposal and seconder for Cllr Vaughan was received.

RESOLVED that Cllr Vaughan be elected Chairman for 2019-20.

19/006 Minutes of Previous Meeting

RESOLVED that the minutes of the previous meeting held on 10.12.18 be accepted as a true record.

The Chairman signed the minutes of the previous meetings.

19/007 Matters Arising

a) Door Draughts

The secretary informed trustees that the draught excluder has been fitted to the kitchen/main hall door.

b) Blue Plaque

The secretary informed trustee that the blue plaque is still to be fitted.

c) External Wall Condition

The secretary informed trustees that Yorkshire Housing have confirmed that the responsibility for pointing of the west boundary wall is the responsibility of the Parish Council and not themselves.

Trustees agreed that the Parish Council should be asked to fund the work in the sum of £ 670.00.

d) Maintenance Programme

The secretary informed members that the following works are proposed in addition to the wall pointing in C above;

- a) Electrical Installation testing in the sum of £ 295.00
- b) Replacement of external halogen security lights with L.E.D. type in the sum of £ 348.00
- c) Completion of the acoustic insulation panels in the sum of £ 1115.00. Members agree that we should approach the Ward Committee again for fund to carryout this work.
- d) Provision of a salt spreader in the sum of £ 150.00
- e) Other work includes PAT testing, Fire Extinguisher servicing, Fire Alarm and Emergency Light testing including an additional smoke detector in the kitchen roof void all in the sum of £234.00.

RESOLVED that the matters be noted and actioned accordingly.

19/008 Clerks remuneration

The Chairman asked the Secretary/Parish Clerk to leave the room in order for a discussion by trustees to consider a proposal from the Chairman.

The remaining trustees considered Cllr Vaughan's proposal to make payment to the secretary/Clerk for the work carried out annually at the Old School which are outside his normal duties.

The trustees agree that the secretary receive at 6 monthly intervals £1500. With effect from 31st May 2019.

RESOLVED that the matter be actioned.

19.009 To receive accounts for the year end 2018-19 and the financial report for April 2019

The secretary presented the audited accounts for 2018-19. These were accepted and signed by the Chairman and secretary. Copy of the accounts attached to these minutes

The reconciliation for April 2018 was discussed and a copy is attached to these minutes. Trustees agreed to transfer £ 4000.00 from the HSBC account to the Skipton Building Society Account.

19/010 Next meeting

The next meeting of the trustees will be advised by the secretary.

19/011 Other matters

None

NB These minutes are unconfirmed and subject to confirmation at the next meeting of the trustees.

Wigginton Old School

Charity No. 517365

Accounts

Year ended 31 March 2019

The Old School
Mill Lane
Wigginton
YORK YO32
2PU

Wigginton Old School
Receipts and Payments Account 2018-2019

	Year Ending:	2018-2019	2017-2018
RECEIPTS			
Hire of hall		14,005.00	13,324.00
Energy refund		0.00	0.00
Water refund		0.00	383.02
Bank-Building Socy. interest		48.61	15.83
Donations		658.25	55.00
Grants		<u>7,188.00</u>	
		<u>21,899.86</u>	<u>13,777.85</u>
PAYMENTS			
Gas		-794.32	-758.48
Electricity		-264.28	-399.55
Water & Sewerage		-438.18	-464.16
Cleaning		-2545.29	-1,796.93
Insurance		0	0.00
Non-domestic Rates		-199.67	-194.00
Administration (WPC Including rent)		-1001.00	-1,001.00
Maintenance, Repairs and renewals		-10027.00	-4,767.42
Waste Collection		-149.16	-178.58
Others		-1113.07	-733.03
		<u>-16531.97</u>	<u>-10,293.15</u>
Transfer to Skipton Building Society		<u>-4000.00</u>	<u>-2,000.00</u>
		<u><u>-20531.97</u></u>	<u><u>-12,293.15</u></u>
Summary for the year			
Balance b/f		10,267.22	8,798.35
Add total receipts		21,899.86	13,777.85
Deduct total payments		-16,531.97	-10,293.15
Deduct transfer to Skipton Building Society		<u>-4,000.00</u>	<u>-2,000.00</u>
Balance		<u><u>11,635.11</u></u>	<u><u>10,283.05</u></u>
Reconciliation - Bank balances at close of business at year end			
HSBC Current Account		11,546.50	11,245.22
Skipton Building Society		8,064.44	4,015.83
Cash in Hand		<u>0.00</u>	<u>0.00</u>
		19,610.94	15,261.05
Add unbanked receipts		40.00	-1,478.00
Deduct unrepresented cheques			500.00
Add unpaid invoices			
Balance c/fwd.		<u><u>19,650.94</u></u>	<u><u>10,267.22</u></u>

Statement of approval.

The above financial statements represent fairly the position of the charity at 31 March 2019 and reflect its income and expenditure during the year.

Approved on behalf of the Old School Management Committee and the Wigginton Old School Charity trustees on 20/05/19.

P Vaughan Chairman

D W Geary Secretary/Treasurer

Hon. Examiner's report

I have examined the accounts for the year to March 31st 2019 and, on the basis of the books and vouchers presented to me, I confirm that the above financial statements represent fairly the position of the charity at March 31st 2019

Hon. Examiner

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**Reconciliation
April 2019.**

Opening Balances Brought Forward HSBC	at 01.04.19	11546.50	Statement	236
Add unbanked receipts 2018-19				
less unrepresented cheques 2018-19				
Add unpaid invoices 2018-19		40.00		
	at 01.04.19	<u>11586.50</u>		
add petty cash in hand		0.00		
Total	at 01.04.19	<u>11586.50</u>		
add receipts 2019-20 hire fees		730.00		
add donations received 2019-20				
add refunds received 2019-20				
add grant receipts 2019-20				
add building society interest received			730.00	
Transfer to Skipton Building Society 2019-20				
less payments 2019-20		-481.80	-481.80	
	to 30.04.19	<u>11834.70</u>		
Less unpaid invoices		-150.00		
less unrepresented receipts		-100.00		
Add unrepresented payments		125.39		
less building society interest received				
Balance	at 30.04.19	<u>11710.09</u>		
HSBC Statement No.	at 30.04.19	11710.09		
Add Skipton Building Society balance		8015.83		
Add building society interest received		48.61		
Total Balances	at 01.04.19	<u>8064.44</u>	8064.44	
Add unrepresented receipt		40.00		
Total of all balances	at 01.05.19	19774.53		

