

Wigginton Old School Board of Trustees

Charity No. 517365

DRAFT Minutes of the Meeting of the Wigginton Old School Board of Trustees held on Tuesday 27th August 2019 at 1030 in the Old School, Wigginton.

19/012 Present

Cllrs P Vaughan Chair, Spence and Wreglesworth and Mr E Wilson, Mrs D Shatford and the Clerk D W Geary acting as secretary

19/013 Apologies for Absence

Mrs M Crawford

19/014 Declarations of Interest

Mr E Wilson declared an interest in Fire equipment and PAT Maintenance 19/016 f (b)

19/015 Minutes of Previous Meeting

RESOLVED that the minutes of the previous meeting held on 20.05.19 be accepted as a true record.

The Chairman signed the minutes of the previous meetings.

19/016 Matters Arising

a) Door Draughts

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

b) External Wall Condition

The secretary informed trustees that the repairs are due to be carried out within the next two weeks.

c) Salt spreader

The secretary informed trustees that the spreader has now been ordered.

d) Clerks remuneration

The remuneration payment has been made in accordance with minute 19/008.

e) Transfer of funds to Skipton Building Society

The secretary informed members that a transfer of £ 4000.00 has been made to the Skipton Building Society.

f) Maintenance Programme

The secretary informed members that the following works have been carried out;

- a) Electrical Installation testing and subsequent repairs highlighted during the testing.
- b) Fire alarm, emergency lighting and PAT testing.
- c) Gas boiler annual landlords maintenance.
- d) Replacement of external halogen security lights with L.E.D. and the Completion of the acoustic insulation panels remain to be done. The secretary reported that he has made a grant application for the cost of these works to the Haxby and Wigginton Ward Committee, which may be successful on a fund matched basis. A decision is awaited.

RESOLVED that the matters be noted and actioned accordingly.

19/017 Appointment of additional new trustees.

Cllr K Spence and J Wreglesworth were appointed new trustees to join the existing trustees:- Cllr P Vaughan, Mr E Wilson, Mrs D Shatford, Mrs M Crawford and The Clerk David Geary

RESOLVED that the appointments are confirmed and that they be advised to the Charities Commission.

19/018 To approve additional Building Society signatory

Trustees approved the appointment of Mrs D Shatford to be a signatory, together with Cllr P Vaughan, Mr E Wilson and the Clerk David Geary, to the Skipton Building Society Savings Account. Two signatures will be required for fund removal.

RESOLVED that the matter be noted and that signatories be advised to the Skipton Building Society.

19/019 To approve additional HSBC Bank Account signatories

Trustees approved the appointment of Cllr K Spence and Mrs D Shatford to be signatories, together with Cllr P Vaughan and Mr E Wilson, to the HSBC Bank account. Two signatures will be required for all cheque payments.

RESOLVED that the matter be noted and that signatories be advised to HSBC Bank.

19/020 Booking arrangements

The trustees agreed that the booking arrangements for the Old School be managed by the Clerk/secretary through telephone and by electronic means.

RESOLVED that the matter be noted.

19/021 Cleaning arrangements

The secretary informed trustees that new cleaning arrangements will be introduced on Monday 2nd September 2019 using the services of a professional company. Cleaning of the building will be carried out on Monday and Friday mornings. Costings were advised to trustees.

RESOLVED that the matter be noted and managed by the Clerk/secretary.

19/022 Door locking arrangements

The secretary informed members that he has investigated electronic door access control arrangements. Such a system has been costed at £ 625.00. Our insurers have been asked for advice and they are happy with such an arrangement although they point out that in the event of power failure cover for theft is not applicable.

RESOLVED that the matter be reconsidered at a later date.

19/023 Financial Report Year to date

The secretary presented the accounts to 01.08.19.

Opening Balance 01.04.19	11586.50
Income to 31.07.19	4075.00
Payments to 31.07.19	<u>-3926.49</u>
Balance	11735.01
Add Building Society Balance	8064.44
All balances at 01.08.19	19799.40

Balance at bank 01.08.19	11956.25
Add unpaid invoices	100.00
Add unrepresented receipts	15.00
Less unrepresented payments	<u>-336.24</u>
Balance	11735.01
Add Building Society Balance	8064.44
All totals	19799.40

RESOLVED that the matter be noted.

19/024 Other business not requiring notice.

The Chairman informed trustees that he would write a letter of thanks to John Jeffery thanking him for his years of service.

RESOLVED that the matter be noted.

19/025 Next meeting

The next meeting of the trustees will be held in November and be advised by the secretary. Should the need arise an additional meeting will be convened as necessary.

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