

# 1.

## **Swillington Educational Charity Minutes of meeting held Monday 22<sup>nd</sup> October 2 012**

**Present:** Reverend Canon Rosemarie Hayes, Chair, Councillor Judith Woodhead, Councillor Ian Wallace, Jan Pettitt, Susan Wheeler, Gill Weatherhead, Margaret Forth (Minute taker).

**Apologies:** Councillor Andrea McKenna, Councillor Mark Dobson

1. **Notes of last Meeting:**

These were proposed as a true record by Councillor Judith Woodhead, and seconded by Councillor Ian Wallace.

As there is now a quorate number of Trustees it was agreed that Minutes of meetings be kept in future and an Agenda for meetings be agreed.

2. **Swillington Educational Trust Scheme:**

**2.1** Reverend Canon Rosemarie Hayes has agreed to act as ex-officio Chair of the Trust.

**2.2** Councillor Ian Wallace gave all Trustees a copy of updated Scheme.

3. **Reports:**

**3.1 Demolishing of buildings and reclamation of materials**

Councillor Ian Wallace had received estimates from 2 companies:

Gill Demolition will demolish and clear site. They would give us £1,100 + VAT. The cost of any disconnection charges and/or asbestos survey and removal would be extra.

East Yorkshire said the cost to us for this work would be between £9,000 and £10,000.

Councillor Ian Wallace will seek further quotes

**3.2 Refurbishment of Buildings.**

Councillor Judith Woodhead has met 2 Builders:

Allbuild West Yorkshire suggested adding another floor to Old School and said cost would be in region of £150,000 to £200,000 and additional cost to upgrade School House. They were quite vague about true costs.

Almax came but quote not yet received. Two more Builders are coming next week – J McQuade and D Hawksworth.

**3.3 Sale of site:**

Councillor Judith Woodhead has been unable to find an Estate Agent to come and give estimate without charging for the service. M Forth reported that in April this year she and G Weatherhead met with an Estate Agent from Eddisons who said he would expect to sell site for redevelopment for between £100,000 and £150,000 but there may be problems with planning etc.

**3.4 English Heritage:**

Councillor Judith Woodhead has contacted English Heritage who would have no interest whatsoever in a site that is not listed.

**3.5 Independent Valuation**

It was agreed that an independent valuation of both site, buildings and how much reclaimable materials worth is essential and that we should ask Councillor Andrea McKenna to arrange this as soon as possible as agreed with Councillor Mark Dobson at the last meeting.

It was agreed to minute our appreciation of the Trustees coming forward to take on this task and at last we seem to be moving forward.

4. **Finance;**

4.1 There is a balance in the current account of £819.21

4.2 **Bank Signatories:** It was proposed by Councillor Ian Wallace and seconded by Councillor Judith Woodhead that the 3 Trustees, Councillor Judith Woodhead, Councillor Ian Wallace, and Councillor Andrea McKenna, take control of the Bank Accounts with 2 signatures out of the 3 to authorise withdrawals. Also that Councillor Tom Murray hand over to the Trustees the control of the Investment Accounts. This was agreed. It was agreed to ask Councillor Andrea McKenna to contact Councillor Tom Murray to arrange for the transfer of the Investment Accounts.

5. **Way Forward.**

5.1 To obtain further quotes as outlined above and ask Councillor Andrea McKenna to chase the people from Leeds City Council to give an independent overview of the site.

6. **Any Other Business**

6.1 **Insurance.**

Councillor Ian Wallace has contacted Insurance Broker to find Public Liability and Fire insurance for the site. Both Trustees who are local Parish Councillors will ask their respective Councils if they are covered by that insurance as regards public liability.

6.2 **Securing both buildings.**

The Trustees need to secure both buildings and it was agreed to ask the Uniformed Organisations and Church to clear out any belongings by 30<sup>th</sup> November after which the buildings will be secured and only the Trustees allowed access.

**Date of next meeting.**

It was agreed to ask Councillor Andrea McKenna to set a date that is convenient for her as it is important that all Trustees are able to meet together. Reverend Canon Rosemarie Hayes has her day off on a Monday so that should be avoided and Councillor Judith Woodhead has meetings on 19<sup>th</sup> and 20<sup>th</sup> November.

Signed \_\_\_\_\_

**Chairperson**

Signed \_\_\_\_\_

**Minutes Secretary**