Minutes of the Old Boy School Management Committee Meeting held in the Old Boys School

at 7.00 pm on Wednesday November 9th, 2022

1. Welcome and introductions

**Members in attendance: Tony Horsfield, Marion Cass, Linda Moore, Irene Brereton.**

**A representative from the Cawood Feoffment Estate Charity also attended the meeting.**

1. Apologies

**The OBSMC was advised that Emily Freeman resigned from the committee.**

**There were no apologies.**

1. Minutes of OBSMC Meeting held on the 16thAugust 2022
	1. Confirmation of true and correct record **Agreed**
	2. Matters arising from the Minutes not already on the agenda

**There were no matters arising**

1. Treasurer’s report

**The treasurer verbally reported to the committee, there is a query with a regular user payment, and an invoice to raise for the recent use of the OBS by the Feoffees. A written report will be shared with the minutes. Action: Treasurer, Clerk**

1. OBS Fees

**Discussion regarding increased cost of running (electricity). To consider at the next meeting unless something changes in the meantime. Clerk to send all invoices to treasurer, and the electricity contract. Action: Clerk**

1. OBS Facebook page administration

**Current FB page directs users to the booking email/PC website, working as it is currently, no plans to increase the administration at the current time, although increased marketing may help increase the use longer term.**

**Item 11 was brought forward by the Chair**

**Feoffee Update: Asbestos survey now completed by Feoffees, research into potential users needs completing to ascertain what is needed from the refurb (to be completed by the OBSMC). A project manager/team is needed – the Feoffees can’t provide this. Need agreement as to what exactly the Feoffees are responsible for/prepared to fund (this will be discussed at the next Feoffee meeting). Feoffee representative will research funding available. Action: ALL**

1. OBS calendar changes

**Both calendars (regular and ad-hoc) kept up-to-date by the bookings clerk.**

1. Terms of Reference adopted by Cawood Parish Council
2. Review of inspection report

**The inspection report was shared with the representative of the Feoffees, these reports are to be shared with the Feoffees in future (agreed in October PC meeting). Action: Clerk**

1. Report of Fire Inspection

**Clerk reported on meeting, Fire Service happy with current procedures.**

1. The future of the Old Boys School

**Discussed in item 6.**

1. Actions
2. AOB

Agree to remove key deposit **Agreed**

**Add to bookings form to ensure code not left on the key box. Action: Clerk**

1. Date of next meeting

**TBC: On a Wednesday at 7pm in January 2023.**

There being no further business the meeting closed at 2023hrs.