

GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG
 Clerk: Joanna Farrant clerk@greatcoxwell.com

Minutes of Meeting of the Trustee of the Reading Room held on Monday 1st July 2024, 8:35pm

Present	Cllr Jacqui Russell (Chair) (JR) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Cllr Nick Hawkes (NH) Joanna Farrant, Parish Clerk (JF)
Apologies	Cllr Richard Hankinson (RH) Cllr Kym MacDonald (KM)

Item	Minute	Action
1.	Apologies for Absence: Apologies were received, accepted and authorised on the grounds of family reasons from KM and RH.	
2.	Declarations of Interest: There were no declarations of interest in relation to this Agenda.	
3.	Approval and Signing of Minutes of Last Meeting Minutes of 20/05/2024 were agreed as accurate and signed by the Chair.	
4.	Likely repairs to be carried out in 2024/5 budget: 4.1 Front Wall Repair – RH and NH to action quotes. 4.2 Drain Cover – JR reported that the cover had been lifted and while there was some flex, the concrete surround appeared solid and the metal cover was in tact. No action required. 4.3 Path – the concrete would need replacing at some point, but this is likely to be expensive and would be a long-term project. It was agreed it would be good to know approximately how much budget to save for. RH and NH would ask at the same time as wall quote. It was discussed that the most pressing area was immediately out the front of the Reading Room to prevent a tripping hazard from forming. It was noted that the cellar work to insulate and board into a storage space still required quoting for, with investigation of how much s.106 monies, if any, remain available.	RH/NH
5.	Upkeep 5.1 Deep Cleaning – JR has one quote. KM or NH will be asked to obtain a quote from the cleaner used last year. JR would like to book a deep-clean before the end of July when the room is to be hired for a wedding. The budget for a deep clean/windows/gutters and consumables was noted. 5.2 Plumbing under sink – JR and RG ran a test and will try soda crystals. The plumber did not attend last Friday. 5.3 Thermostat – JR to try resetting to see if solves problem.	JR/KM JR
6.	Finances: 6.1 Accounts for 2023/4 financial year had been circulated, and were noted and approved following receipt of the examination report by Lisa Wilkinson,	

	<p>who had been appointed as an independent examiner. JF will proceed to complete the Charity Commission financial annual submission.</p> <p>6.2 Trustees noted and approved all payments and income as reported at the Parish Council meeting immediately preceding this meeting.</p>	JF
7.	<p>Any other business: There was none.</p>	

Meeting closed at 8.25pm.