

**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 9<sup>th</sup> September 2024, 8:10pm**

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

| <b>Item</b> | <b>Minute</b>   | <b>Action</b> |
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| 1.          | <b>Apologies for Absence:</b> Apologies were received, accepted and authorised on the grounds of work reasons from JR.  |               |
| 2.          | <b>Declarations of Interest:</b> NH's interest in relation to an indirect family interest in a quote for cellar upgrade had been noted at PC meeting preceding this meeting.  |               |
| 3.          | <b>Approval and Signing of Minutes of Last Meeting</b><br>Minutes of 01/07/2024 were agreed as accurate and signed by the Chair.  |               |
| 4.          | <b>Likely repairs to be carried out in 2024/5 budget:</b><br>4.1 Front Wall Repair – RH and NH to action quotes. NH will chase tradesman that came round to quote.  | RH/NH         |
| 5.          | <b>Upkeep</b><br>5.1 Deep Cleaning – JR has one quote. NH had obtained a further quote, but that could not be used. JF will try and obtain a further quote. RG advised a deep clean before December would be best. RG confirmed he is content to continue cleaning on a voluntary basis at present.<br>5.2 Plumbing under sink – no further complaints at present.<br>5.3 Thermostat – no further action at present.<br>5.4 Annual Boiler Service – had been requested. JF to liaise with JR over timings, as currently booked in for Friday. | JF            |
| 6.          | <b>Finances:</b><br>6.1 JF reported that the Charity Commission annual return had been completed and filed.<br>6.2 Trustees noted and approved all payments and income as reported at the Parish Council meeting immediately preceding this meeting.<br>6.3 It was resolved to appoint Lisa Wilkinson as an external examiner of The Parish Room account for the financial year 2024/5.   |               |
| 7.          | <b>Any other business:</b> Discussion about quotes to insulate the cellar and make a s.106 grant by the PC in relation to the same had been discussed at the Parish Council meeting this evening. Trustee agreed.   |               |

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|  | <p>The Community Fund has made an offer to replace the lino flooring in the kitchen. The Trustee agreed the lino was not in a good state and this would be gratefully accepted, with further details on cost/timing/lino replacement. JF liaise with Community Fund and JR re same.</p> | JF/JR |
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Meeting closed at 8.20pm.