

**GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)**

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

**Minutes of Meeting of the Trustee of the Reading Room held on Monday 28<sup>th</sup> November 2022, 8:35pm**

<b>Present</b>	Cllr Jacqui Russell (Chair) Cllr Mike Harris Cllr Richard Hankinson Cllr Kym MacDonald Cllr Rory Gilmour Joanna Farrant, Parish Clerk
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<b>Item</b>	<b>Minute</b>	<b>Action</b>
1.	<b>Apologies for Absence:</b> Daryoush Sharifi, RFO	
2.	<b>Declarations of Interest</b> None	
3.	<b>Approval and Signing of Minutes of Last Meeting</b> Minutes of 26.09.22 were agreed and signed.	
4.	<b>Decision and vote on soffit/fascia repairs:</b> quotes had been obtained for comparison of repairing and repainting soffits, or replacing entirely at the same time as the gutters were replaced. It was agreed that, given the budget available, soffits should be repaired and repainted. Gutters would be of the seamless aluminium, heritage black variety, as they would require the least ongoing maintenance, whilst providing a similar profile to the current gutters.	JF/JR
7.	<b>Other Repairs to be carried out in 2022: windows; cellar quotes:</b> these would be delayed to the next financial year and considered in light of funds available when guttering/soffit repairs were complete.	
8.	<b>Replacement of Projector:</b> JR has a projector available for use, which can be purchased for £75. It cannot be stored in the Reading Room to prevent damage from dampness. Decision on purchase would be delayed to the next agenda.	
9.	<b>Policies: consider adoption of Safeguarding Policy:</b> this was postponed to the next agenda for further consideration.	
9.	<b>Finances:</b> It was agreed that a 20% uplift would be added to hire fees to assist with the increased energy costs of running the building, representing the following: Regular Users from £5 to £6 per hour Parish one-off users from £6 to £7 per hour Election from £250 to £300 per day  Annual membership of the Community Halls Advice Service had been paid, but it was agreed that this would not be renewed next year as a cost saving.	JF to update website
10.	<b>Any Other Business:</b> There was none.	

Meeting closed at 8.40pm.