

GREAT COXWELL PARISH ROOM

Minutes of the Great Coxwell Parish Room meeting held in the Parish Reading Room immediately after the Parish Council meeting held on Monday 12th Sep 2016.

PRESENT: Mrs A. Zinovieff in the chair, Steve McNally, Mr Richard May, Lauren Gale Jacqui Russell RFO Ian Mason and the Clerk in attendance, 1 parishioner

1. APOLOGIES

2. DECLARATION OF INTEREST – Parish Councillor Lauren Gale Ref :- Finance minutes 4.2 (married to Peter Gale)

3. Minutes of the Parish Reading Room Meeting held on Monday 11th July 2016

a. These were agreed and signed.

4. Finance

1. The following expenditure is for approval:

RRExp14/16	Barry Barwell - maintenance	125
RRExp15/16	Electricity	62.16
RRExp16/16	Gas	99.12
RRExp17/16	Mrs D Rounce for cleaner	30
RRExp18/16	Thames Water	23.67

2. According to the external auditors, they are minded to approve our accounts for last year and the RFO expects to receive confirmation of this within the next few days. Parish Councillors have already seen the auditor's report on the Parish Room (RR) accounts. The RFO is very grateful to Peter Gale for volunteering to do this task. We need to decide whether or not to have the RR revalued.

3. Last week Parish Councillors met to discuss medium-term financial strategy and notes of this meeting and a draft OpEx budget have been submitted to Councillors for discussion. Initially Parish Councillors to send comments and ideas by email and, if necessary a further face-to-face meeting to finalise the plans.

4. RFO been in touch with the plumber to arrange for the boiler to be serviced and to install a 2-hour trip switch for the central heating to try to reduce our gas bills this winter.

5. RFO main outstanding task is to address the Governance issues identified by the internal auditor earlier this summer. I hope to do this shortly. Soon I will also have to do the Charity Commission's annual return.

5. Matters arising

a. Fire Escape

Discussion putting in a metal fire escape door, RM to liaise with Richard Smith and to report back to the Parish Council. Agreed quotation.

b. 2 hr switch

See RFO minutes

c. 3 Noticeboards

RM to look at repairing them, this may result in the noticeboards being removed temporarily.

6. Correspondence

7. Other Business

a. Key Safe

It was agreed to purchase key safe. Action ANZ

b. Storage

At Parish Council meeting it was agreed to update the storage. Action LG to look at archive boxes and their sizes so appropriate cupboards can be built.

Next Meeting 12th November 2016

Distribution: The Trustees and notice board. Parish Clerk – Joanne King- e-mail pc_gtcoxwell@hotmail.co.uk