

GREAT COXWELL PARISH READING ROOM CHARITABLE TRUST

Dear Trustee

You are summoned to attend the meeting of Great Coxwell Parish Reading Room Trust to be held via video conferencing on 08th March 2021 7:00pm

Yours sincerely Joanne King (Clerk)

AGENDA

- 1 Apologies
- 2 Declaration of Interest
- 3 Minutes of the Parish Reading Room Meeting 25th January 2021 and extra meeting 18th February 2021

- 4 Public question time

Please can parishioners send any questions to the Clerk prior to the meeting.

- 5 Matters Arising

- a. Phase 1 kitchen refurbishment – update on progress of works
- b. Phase 2 cellar refurbishment – Trustees to discuss works/costings.
- c. Insurance Building works - update

- 6 Finance

- a. Invoices awaiting approval.
- b. Reading Room budgets and bank account status
- c. RFO distributed the following financial documents prior to meeting.
 - GCPC-BankBalance, Show the activities of the three accounts.
 - GCPC-Expenditure, all the payments made against each account.
 - Exp-Sup-Analyses, Suppliers Payments made against the three accounts.
 - GCPC-Inc, Income report for the year 2020-2021.
 - VAT-Refund, VAT Refund Report Preparation for Year 2020-2021
 - BudgetVSActual, Budget 2020-2021 VS Actual Report
 - ExpMonthlyAnalysis , Expenditure Monthly Analysis For Accounts Year 2020-2021
 - UtilityInvPaid, Utilities Paid By Direct Debit and Invoices received from Suppliers For Year 2020-2021
 - BankReconciliation, Reconciliation of all cheques issued, and direct debit cleared by Bank.
- d. Proposal to Change retail supplier for water/wastewater from Castle Water to Everflow. Water

- 7 Correspondence

- a. Elections booking Form – COV19 requirements
- b. Came and Co – unoccupied building advice and requirements.

Date of Next Meeting

Distribution: All Trustees, Notice Board

Joanne King Clerk to Great Coxwell Parish Council

clerk@greatcoxwell.com