

GREAT COXWELL PARISH ROOM

Minutes of the Annual Meeting of Great Coxwell Parish Room meeting held at the Parish Reading Room on Monday 18th May 2015 after the PC Annual Meeting.

PRESENT: Mrs A. Zinovieff in the Chair, Mrs A. Burns, Mrs L. Gale, RFO Mr Ian Mason and the Clerk in attendance,

1. **APOLOGIES** – Mr W Selby- Lowndes, C/Cllr Mrs J. Heathcoat
2. **DECLARATION OF INTEREST**
None
3. **MINUTES OF THE READING ROOM ANNUAL MEETING HELD ON 12TH MAY 2014**
Approved and signed
4. **APPOINTMENT OF CHARITY TRUSTEES**

Re-appoint Mrs A. Zinovieff as Chairman of committee
Re-appoint Mrs A. Burns as Vice-Chairman of committee
Re-appoint Mrs L. Gale as committee member
Re-appoint Mr W Selby-Lowndes as committee member
5. **CHAIRMANS REPORT 2014/2015 GREAT COXWELL PARISH READING ROOM - Mrs A. Zinovieff**
Please find attached
6. **AUDITORS**
Mr Peter Gale – Internal auditor

Next meeting Monday 08th June 2015 after PC meeting

Distribution: The Trustees and notice board.

Parish Clerk – Joanne King – e-mail pc_gtcoxwell@hotmail.co.uk

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Great Coxwell Parish Room
Annual report for year to 18th May 2015.

Charity number – 300155

The purpose of the Parish Room Annual Meeting is to explain our management of the charity. The Parish Room is also known and referred to as the Reading Room

Trustees - The Parish Council is the sole trustee of the Parish Room charity. The chairman and the Vice-chairmen of the PC serve as the chairman and the Vice of the charity.

The committee accept the same financial regulations, standing orders and code of conduct as for the PC.

The Great Coxwell Parish Room Committee has met regularly through out the year. Agendas and Minutes of the meetings have been taken and made available to the public.

Finances – Since 1 April 2008 the Parish Room finances have been kept separately to the PC's. The chairman has received a set of bank statements in addition to that received by the Responsible Financial Officer Ian Mason
Mr Peter Gale is the independent and competent person to audit the accounts.
The PC agrees to make up any deficit in the Parish Room finances.
This year Donations to the Parish Room came from Artweeks, Lynette's concerts, the Drop-in and the Christmas fare.

Risk assessment – The PC reviewed the risk assessment in 2015.

Lettings – The Parish Room is used by the WI, the Drop-in, the PC, the Church, Artweeks, Cream teas and many others on a one-off basis. The hire of the room is set by the PC. The monies raised from rent of the room are kept for the room. Lettings are organised by the clerk of the PC Jo King.

Insurance – In line with the PC insurance, the Parish Room is insured with Came and Company. The value of the Parish Room is put as £162,313.

Maintenance – The committee are responsible for the upkeep of the building. They have done a huge amount of work this year – external and internal painting and a new galvanised fire escape. Lord Faringdon has given a very generous donation to the fire escape. The room is now in good repair.