

PARISH/READING ROOM YEAR REPORT 2017/18

Great Coxwell Parish Room

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.

The Responsible Financial Officer is Ian Mason

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, the Drop-in, and the Christmas fare.

Risk assessment –

The PC reviewed the risk assessment in 2017/18.

Lettings –

Lettings are organised by Karen Grewal.

The Parish Room is used by the WI, the Drop-in, the PC, the Church, Artweeks, monthly Teas and many others on a one-off basis. The monies raised from rent of the room are kept for the room.

Insurance –

The Reading Room is insured in line with the PC insurance.

Maintenance –

The committee are responsible for the upkeep of the building. We are aware of cracks around the kitchen extension. We have had a surveyor look at it and produce a report of us. This will be acted on.