

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 14th Sep 2015.

PRESENT: Mrs A. Zinovieff in the chair, Mrs A Burns, Mrs L. Gale, Mr W Selby-Lowndes, Mr Richard May, RFO Ian Mason and the Clerk in attendance, no parishioners

1. APOLOGIES -C/Cllr Mrs J. Heathcoat and D/Cllr Howell and Ware

2. DECLARATION OF INTEREST – none

3. Minutes of the Parish Reading Room Meeting held on Monday 08th June 2015

a. These were agreed and signed.

4. Matters Arising

a. Fire Escape

Drawings and plans finished, Fire Escape currently under construction, Richard Smith to install Fire Escape in conjunction with constructor, please refer to previous quotes.

5. Finance

1. Expenditure to approve, cheques to sign

Ref	Payee	Cq no	Amount
RR13/2015	RR Cleaner	146	£30
RR14/2015	Water	DD	£42.74
RR15/2015	RR Cleaner	147	£60

2. Income to note

3. Bank balances to note

Items 1-3 relate to pre-circulated Excel spread-sheets showing all financial activity so far in year.

4. Audit 2014-5 RR update

RR audit underway. Peter Gale (internal auditor) has done his initial review. There were a few questions that I hope have been satisfactorily addressed.

5. Charity Commission return 2014-5

This will be completed once the internal auditor is satisfied with my figures and records. (Due date 31/01/16)

5. Gas and electricity safety checks

Both checks completed Friday 11th September. Reports will follow. I replaced the smoke alarm battery as advised. We were warned that it is strongly recommended that we replace the two kettles.

6. Correspondence

7. Other Business

a. Next Meeting 14th Dec 2015

**Distribution: The Trustees and notice board. Parish Clerk – Joanne King- e-mail
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