

**GREAT COXWELL PARISH ROOM**

**Minutes of the Annual Meeting of Great Coxwell Parish Room meeting held at the Parish Reading Room on Monday 23rd May 2016 after the PC Annual Meeting.**

**PRESENT:** Mrs A. Zinovieff in the Chair, Mrs L. Gale, Mr R May, Mr S McNally, Mrs J Russell, RFO  
Mr Ian Mason and the Clerk in attendance,  
1 parishioner

1. **APOLOGIES** – D/Cllr Mrs E Ware and S Howell, C/Cllr Mrs J. Heathcoat
2. **DECLARATION OF INTEREST**  
None
3. **MINUTES OF THE READING ROOM ANNUAL MEETING HELD ON 18<sup>TH</sup> MAY 2015**  
Approved and signed
4. **APPOINTMENT OF CHARITY TRUSTEES**

Re-appoint Mrs A. Zinovieff as Chairman of committee\*

Re-appoint Mr S. McNally as Vice-Chairman of committee\*

Re-appoint Mrs L. Gale as committee member

Re-appoint Mr R May as committee member

Re-appoint Mrs J Russell as committee member

4. **Finance Officer: - Mr Ian Mason, Clerk and Bookings Clerk: - Miss J King**
5. **CHAIRMANS REPORT 2015/2016 GREAT COXWELL PARISH READING ROOM - Mrs A. Zinovieff**  
Please find attached
6. **AUDITORS**  
Mr Peter Gale – Internal auditor

**Next meeting Monday 11<sup>th</sup> July 2016 after PC meeting**

**Distribution: The Trustees and notice board.**

Parish Clerk – Joanne King – e-mail pc\_gtcoxwell@hotmail.co.uk

READING ROOM YEAR REPORT 2016  
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 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 2015/16.

Lettings –

Lettings are organised by Jo King.

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. There has been a new fire escape, the whole room has been redecorated and we have purchased a complete set of new crockery. Thank you to the Wednesday Coffee morning who have sorted out new curtain poles and re-hung the curtains.