

## 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 13th November 2017.**

**PRESENT: Annabelle Zinovieff, Steve McNally, Mr Richard May, Lauren Gale RFO Ian Mason and the Clerk in attendance.**

- 1. APOLOGIES Jacqui Russell**
- 2. Declaration of Interest**
- 3. Minutes of the Parish Reading Room Meeting held on Monday 10<sup>th</sup> July 2017**
- 4. Finance – RFO Report**
  - 1/ Payment for approval:

Reading Room:

RRExp27/17	09/10/17	Mrs D Rounce	30
RRExp28/17	09/10/17	Barry Barwell	50
RRExp27/17	15/10/17	Mrs D Rounce	30
RRExp29/17	26/10/17	RJ Harrison	84
RRExp30/17	28/09/17	Scottish Power - electricity	8
RRExp31/17	28/09/17	Scottish Power -gas	28.41
RRExp32/17	28/08/17	Castle Water	7.76
RRExp33/17	08/11/17	Barry Barwell	25

2/ Report items:

1. I have made the Charity Commission return for 2016-7
2. I have checked whether we have a water meter and are being charged accordingly - we have, and we are. I have also had confirmation that we are charged the correct rate of VAT (though the VAT rate is largely immaterial as we claim it all back in any case.)
3. I have thanked Liz Rothschild for the 'Barnstorm' money donated to the RR.

**5. Matters Arising**

- a. Review last few months bookings/New bookings clerk

Action: - Parish Clerk/Annabelle Zinovieff to produce job description to be placed in newsletter.

- b. Instructions use of heating/hot water

Action: - to increase frost stat setting

**6. Correspondence**

**7. Other Business**

- a. Change of e-mail address Trustees and post box

b. Trustees agreed to contact a surveyor to get a quote for a survey of the Reading Room due to the persistence and movement of cracks in the room Action AZ find surveyor and get quote.

c. Guttering is in poor condition. Steve McNally to obtain quote

**Date of Next Meeting – 15<sup>th</sup> January**

Distribution: All Trustees, Notice Board  
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