

**GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)**

Reading Room, Great Coxwell, Oxfordshire, SN7 7NB  
Clerk: Joanna Farrant clerk@greatcoxwell.com

**Minutes of Meeting of the Trustee of the Reading Room held on Monday 18<sup>th</sup> October 2021, 8.05pm**

**Present:**

Cllr Jacqui Russell (Chair)  
Cllr Mike Harris  
Cllr Kym Macdonald  
Cllr Rory Gilmour  
Joanna Farrant, Parish Clerk  
Daryoush Sharifi, RFO

1. **Apologies:** none
2. **Declaration of Interest:** none
3. **Signing of minutes of last meeting:** signed
4. **Update on urgent repairs:** boiler completed. It was **proposed, seconded and resolved** to approve replacement of water heaters in toilets with hot water pipes and new taps, on basis of quote of £294, plus purchase of one further set of taps.
5. **Confirmation of re-opening:** room now back in use. It was **proposed, seconded and resolved** that JR be authorised to spend up to £100 on signs, aprons, plasters, cupboard locks, boxes for the jugs and food and fridge thermometers.
6. **Model conditions of hire:** approved.
7. **Updated rates of hire:** approved. Users would be asked to use the new booking form for each hire and pay for hire before use. Deposit requirement to be discretionary. Clerk to ensure website updated and check if hard copy booking forms need to be retained if scanned electronically.
8. **Finances:** It was agreed that DS would submit the Charity Commission Annual Return 2021 on the basis of the following figures:

Charity registration number: 300155  
Financial period start date 01/04/2020  
Financial period end date 31/03/2021  
Income: - £3,226.86  
Spending :- £3,254.80

9. **Other matters:** RG is providing regular cleaning and now has table of checks to be carried out. It was **proposed, seconded and resolved** to proceed with cleaning of windows and gutters for £50. JR still carrying out booking secretary duties as still no volunteer.

Meeting Closed: 8.45pm