

GREAT COXWELL PARISH READING ROOM CHARITABLE TRUST

Dear Trustee

You are summoned to attend the meeting of Great Coxwell Parish Reading Room Trust to be held via video conferencing on 25th January 2021 before Town Council meeting

Yours sincerely Joanne King (Clerk)

AGENDA

- 1 Apologies
2. Declaration of Interest
3. Minutes of the Parish Reading Room Meeting 14th December 2020
4. Public question time
Please can parishioners send any questions to the Clerk prior to the meeting.
5. Matters Arising
 - a. Phase 1 kitchen refurbishment – update on progress of works
 - b. Phase 2 cellar refurbishment – Trustees to discuss works/costings.
6. Finance
 - a. Invoices awaiting approval.
 - b. Precept form 2021/2022
 - c. Reading Room budgets and bank account status
7. Correspondence

Date of Next Meeting

Distribution: All Trustees, Notice Board

Joanne King Clerk to Great Coxwell Parish Council

clerk@greatcoxwell.com