

GREAT COXWELL PARISH READING ROOM CHARITABLE TRUST

The Charitable Trust meeting will be held in the Parish Reading Room on
Monday 27th Jan 2020

AGENDA

- 1 Apologies
2. Declaration of Interest
3. Resignation of Trustee
3. Minutes of the Parish Reading Room Meeting 9th Dec 2019
4. Matters Arising
 - i. Cllr May meeting NT Mr Watson leylandii hedge
 - ii. Insurance Reading Room – working party
 - iii. Insurance claim – subsidence kitchen
 - iv. Water leak – mains supply, claim and insurance
 - v. Schedule repairs/Outside maintenance/ramp
5. Finance

1/ Report items

- Income and expenditure spreadsheets, Q3 bank reconciliation and Q3 budget vs actual performance report sent to Councillors and Parish Clerk in advance of meeting.
- Precept request form completed and submitted to VWHDC
- Changes to signatories to Parish Room bank account made successfully

2/ Items for decisions/action

- New payment terms arranged with Castle Water by Cllr Russell. First payment made by RFO from personal account due to short timeline. RFO to be reimbursed. Standing Order form to be completed and signed.
- 'Governance documents' (emailed separately to Councillors and Parish Clerk) to be reviewed and approved.

3/ Payments for approval

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
RRExp40/19	28/11/2019	Scot Power - electricity	20.00
RRExp41/19	28/11/2019	Scot Power - gas	40.00
RRExp42/19	13/01/2020	Castle Water	100.00
RRExp43/19	30/12/2019	Scot Power - electricity	20.00
RRExp44/19	30/12/2019	Scot Power - gas	45.00

Date of Next Meeting

Distribution: All Trustees, Notice Board

Joanne King Clerk to Great Coxwell Parish Council

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