

GREAT COXWELL PARISH READING ROOM CHARITABLE TRUST

Dear Trustee

You are summoned to attend the extraordinary meeting of Great Coxwell Parish Reading Room Trust to be held via video conferencing on 18th February 2021 5:00pm

Yours sincerely Joanne King (Clerk)

AGENDA

- 1 **Apologies**
2. **Declaration of Interest**
3. **Extraordinary Matters Arising**
 - a. **Reading Room Insurance works** – Agree Schedule of Repairs and authorise excess payment on Insurance policy.
 - b. **Basement upgrade to create a storeroom** – Agree schedule of works and associated costs.

Distribution: All Trustees, Notice Board Joanne King Clerk to Great Coxwell Parish Council
clerk@greatcoxwell.com