

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 14th December 2020 after Town Council meeting

Yours sincerely Joanne King (Clerk)

AGENDA

- 1 Apologies
2. Declaration of Interest
3. Minutes of the Parish Reading Room Meeting 19th October 2020
4. Public question time
Please can parishioners send any questions to the Clerk prior to the meeting.
5. Matters Arising
 - a. Ramp, contributors
 - b. Maintenance of Reading Room through winter
 - Curtains
 - Reading meters
 - Airing building
 - Hire
 - Cellar clear-out
 - Guttering and downpipes
 - c. Subsidence insurance claim update
 - d. Future Works
 - Phase 1 kitchen refurbishment
 - Phase 2 cellar improvements/refurbishments
6. Finance
 - a. Castle Water Bill
 - b. Precept 2021/2022
 - Receive current Financial report
 - Consider budget/capital expenditure
 - Items for capital expenditure Parish Council
 - c. Audit/Return for Reading Room
 - Submit the 2019-20 RFO the Annual Return to the Charity Commissioners.
 - Update trustee's information Charity Commission website
 - Publish the relevant documents on the Parish website.
7. Correspondence

Date of Next Meeting

Distribution: All Trustees, Notice Board

Joanne King Clerk to Great Coxwell Parish Council

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