

GREAT COXWELL PARISH COUNCIL

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

Minutes of Extraordinary Meeting of the Trustees of the Reading Room held on Monday 12th July 2021, 7:15pm

Present:

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

1 **Apologies:** n/a

2. **Declaration of Interest:** none

3. **Matters Arising**

a. It was noted that a donation is intended from GCCF of £1748 to assist with purchase of chairs.

b. It was **proposed, seconded and resolved** to purchase new chairs in the sum of £2097.60 (inclu VAT), this duty being delegated to the community group. The RFO will arranged payment of the balance (£1573.20) and repayment of the deposit (£524.40). The Parish Council intends to reclaim the VAT due on the chairs at a later date (£349.60). It was noted that the chairs would be available for all hirers using the Reading Room.

c. **S.106 basement refurbishment:**

i Cllr Macdonald is meeting with Brian Hall to update the quote on 13/07/2021. A second quote had been obtained on 13/02/2021 and it was noted that this could be used for a s.106 application.

ii It was discussed that basement refurbishment would allow for storage of tables/chairs or community items, but that it might be sensible to talk to the groups that use the Reading Room on a regular basis to ascertain how often this would be used and if damp would be an issue.

iii It was agreed that the Trustees would meet on **Monday 26th July at 5pm** on site to look at what is needed in terms of storage racks, electricity, water, as well as external works required.

iv Cllr Macdonald would investigate what money was available from the s.106 pot and Cllr Russell would find documents showing previous community support for the project.

d. **Financial:**

i The following payments were approved – Halls Advice Service: £50.00; BGG Garden & Tree Care: £60.00; door mat Lakeland £41.66. It was agreed that what benefit the Halls Advice Service provides would be checked.

e. **Bookings**

i Re-opening: it was noted that Covid restrictions were being lifted on 19th July. It was agreed to aim for a mid-August re-opening. However, some internal preparation is required:

The hot tap is missing and Cllr Macdonald agreed to liaise with the plumber.

Stocks of soap/toilet paper need re-ordering. Cllr Russell would check how this was previously done with Pauline.

A pre-opening clean would also be required.

It was not clear if boiler/electrical checks have been carried out since 2020. The RFO confirmed there was no invoice for the same.

A new bin is required.

ii Risk assessment: it was noted that the hall had only been used on 3 occasions since it was closed and, on each occasion, an individual risk assessment had been carried out. Government guidance on whether risk assessments will have to include Covid-requirements (eg extra cleaning or 72 hours between users) post lifting of restrictions has not yet been given. It is hoped that this will be clarified in the next few weeks. It was suggested that users should be required to carry out their own covid-compliant risk assessment and that the Parish Council would supply sanitiser, hand-towels, soap.

iii Bookings:

It was agreed that Cllr Russell would advertise for somebody to manage the bookings.

It was noted that the prices advertised on the website were now out of date and prices needed revising. A daily price of £250 had been charged for the election. It was agreed to offer use of the Hall for ArtsWeek in September at a reduced price of £350 for 2 days.

It was also agreed that the Hall could be used for a community Yoga group, noting the lack of parking and that users would have to park elsewhere in the village if driving.

It was noted that conditions of hire/booking form, an inventory of items and updated building risk assessment was needed. Cllr Macdonald agreed to check this with Richard May.

A 2 hour minimum hire period might be appropriate.

iv It was agreed that Cllr Russell would ask if the previous cleaner is willing to continue cleaning on a weekly basis. Cllr Gilmour

is willing to do the pre-opening deep clean. It was agreed that users should be asked to clean the hall after use as a condition of hire.

Meeting Closed 8:45pm

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