

GREAT COXWELL PARISH READING ROOM CHARITABLE TRUST

Reading Room, Great Coxwell, Oxfordshire, SN7 7NB

Clerk: Joanne King clerk@greatcoxwell.com

Minutes of Parish Reading Room Charitable Trust meeting held on Monday 14th December 2020, via video conferencing.

Parish Councillors Present:	Richard May (Chair) Michael Gooch Michael Harris Jacqui Russell
Officers in attendance	Joanne King, Parish Clerk Daryoush Sharifi
	Chaired by Richard May. Councillor May welcomed everyone to the Parish Council's virtual Reading Room Trust meeting utilising Zoom Video Conferencing to overcome the current Coronavirus restrictions.
1/3/20	Apologies for Absence
2/3/20	Minutes of last meeting 19th October 2020 Signed
3/3/20	Declarations of interest None
4/3/20	Public Question Time None
5/3/20	Matters arising a. Ramp, completed. b. Trustees NOTED information regarding maintenance of Reading Room through winter <ul style="list-style-type: none"> • Curtains – taken down and stored. • Reading meters – undertaken every month • Airing building • Reading room not being hired out. • Cellar clear-out – completed Brian Hall volunteered to carry out this long overdue job. • Guttering and downpipes c. Trustees NOTED insurance claim update. d. Works <ul style="list-style-type: none"> • Phase 1 kitchen refurbishment Trustees prior to meeting AGREED for phase 1 works to be carried out. Detailed drawings for improving the kitchen, relocating cupboards, plastering etc were discussed with a working party group that consisted of main users of the hall and the Parish Council, Final design was AGREED by all.

	<p>Trustees received quotes for the job and AGREED to go ahead with work whilst the Reading Room was closed.</p> <p>It was PROPOSED to authorise monies up to £800 for materials and £400 labour to the Chair. Members FURTHER AGREED that these works should be paid from reserves.</p> <ul style="list-style-type: none"> • Phase 2 cellar improvements/refurbishments <p>It was NOTED details and quotes for next phase will be presented at the January meeting.</p>
6/3/20	<p>Finance</p> <p>a. NOTED Castle Water outstanding Bill had been paid.</p> <p>b. Precept 2020/21</p> <p>Members NOTED contact details for Clerk and RFO for precept form updated with Vale of White Horse</p> <p>Spreadsheet for budget was circulated prior to meeting and also presented at meeting.</p> <p>Parish Room</p> <ul style="list-style-type: none"> • Current Financial report NOTED, £2,594.40. • Budget/capital expenditure AGREED, £2,092.00. • Items for capital expenditure Parish Council, NONE <p>c. Audit/Return for Reading Room</p> <ul style="list-style-type: none"> • NOTED 2019-20 Annual Return to the Charity Commissioners. • NOTED trustee's information updated on Charity Commission website • NOTED relevant documents posted on the Parish website.
7/3/20	<p>Date of next meeting</p> <p>Finance meeting for Reading Room 25th January 2021</p>

Meeting finished 8:08pm

DRAFT