

**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 25<sup>th</sup> January 2021 6:30pm, 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.
1/1/21	<b>Apologies for Absence</b>
2/1/21	<b>Minutes of last meeting 14<sup>th</sup> December 2020</b> Signed
3/1/21	<b>Declarations of interest</b> None
4/1/21	<b>Public Question Time</b> None
5/1/21	<b>Matters arising</b> <ul style="list-style-type: none"> <li><b>a. Phase 1 kitchen refurbishment</b> It was NOTED that works on the kitchen were nearly complete with just the work top to finish. Sash window still outstanding.</li> <li><b>b. Phase 2 cellar refurbishment</b> Members received description and estimation of works, the specification as for Phase 1 works, was the liaison with different user groups within the village and their requirements to make the Reading Room a more useable facility. This additional storage is required for spare chairs, tables and catering equipment which are not in frequent use. Members PROPOSED the sum of up to £1500 in principle, be approved for Conversion of the Cellar to a secure store cupboard. Including 13 amp point on fused switched spur from kitchen and to install an outside tap on the west wall. This was SECONDED and APPROVED.</li> </ul>
6/1/21	<b>Finance</b> <ul style="list-style-type: none"> <li>a. There are no outstanding invoices to pay. In total £733.23 paid towards Reading Room kitchen improvement.</li> <li>b. The Precept form for 2021-2022 was submitted on 17/12/2020.</li> <li>c. Members NOTED Bank Balance Sheet, Expenditure 3<sup>rd</sup> Quarter and Invoices paid by direct debit to electricity and gas suppliers.</li> <li>d. Members discussed and AGREED to recommend at the Parish Council meeting to transfer £2000 from the Parish Council bank account to Reading Room account.</li> </ul>
7/1/21	<b>Date of next meeting</b> 8 <sup>th</sup> March 2021

**Meeting finished 6:55pm**

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