

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 8th March 2021 7:00pm, via video conferencing.

Parish Councillors Present:	Richard May (Chair) Rory Gilmour Michael Gooch Michael Harris
Officers in attendance	Joanne King, Parish Clerk Daryoush Sharifi, RFO
	Chaired by Richard May. Councillor May welcomed everyone to the virtual Reading Room Trust meeting utilising Zoom Video Conferencing to overcome the current Coronavirus restrictions.
1/3/21	Apologies for Absence
2/3/21	Minutes of last meeting 25th January and extra 18th February 2021. Signed
3/3/21	Declarations of interest None
4/3/21	Public Question Time None
5/3/21	Matters arising <ul style="list-style-type: none"> a. Phase 1 kitchen refurbishment Cllr May update, kitchen nearly finished awaiting electrician to complete electrical installation. The kitchen tap is faulty and needs replacing, £50 plus installation and quotes had been sought for the sash window repairs to enable it to open. It was PROPOSED to replace the tap. This was SECONDED and RESOLVED. It was FURTHER proposed to accept a £400 quote for a sash window repair unless the building contractors carrying out the insurance works could offer an alternative. This was SECONDED and RESOLVED. Works preferably to be carried out in the current financial year, RFO requested invoices be received by 20 March. The Chairman was requested to submit a schedule of works and costing by financial year to the RFO. b. Phase 2 cellar refurbishment It was AGREED to place the cellar refurbishments on hold due to temporary storage found for equipment/items during the building work; and to consider applying for S106 monies for this capital works project. c. Insurance building works update. Contractors Falcon are due on-site 15th March, notice has been placed in the village newsletter alerting residents. Members AGREED that prior to builders arriving, handwashing facilities in the kitchen and bathroom be purchased/installed and floor stand hand gel dispenser purchased for entrance. It was NOTED that the QR sign had been ordered and was in place. It was FURTHER NOTED that the QR sign references the hall as the "Great Coxwell Parish Room" to align with the charity registration.

	<p>Members further discussed future works to the exterior of the building, including painting external windows and railings; manhole cover and footpath repairs; and to repair holes in the external masonry for both the Reading Room and boundary wall.</p>
6/3/21	<p>Finance</p> <ul style="list-style-type: none"> a. Invoices awaiting approval. None b. Members NOTED the following financial documents received prior to the meeting: <ul style="list-style-type: none"> • GCPC-Bank Balance: shows the activities of the three accounts. • GCPC-Expenditure: all the payments made against each account. • Exp-Sup-Analyses: suppliers payments made against the three accounts. • GCPC-Inc: Income report for the year 2020-2021. • VAT-Refund: VAT Refund Report Preparation for Year 2020-2021. • Budget vs Actual: Budget 2020-2021 vs Actual report • Exp Monthly Analysis: Expenditure Monthly Analysis for Accounts Year 2020-2021. • Utility Inv Paid: utilities paid by direct debit and invoices received from suppliers for year 2020-2021. • Bank Reconciliation: reconciliation of all cheques issued, and direct debit cleared by bank. c. Members discussed changing the retail supplier for water/wastewater from Castle Water to Everflow Water; prices are comparable but invoicing from Everflow will be three monthly assisting in financial documentation. It was PROPOSED to switch to Everflow Water. This was SECONDED and RESOLVED.
7/3/21	<p>Correspondance</p> <ul style="list-style-type: none"> a. Members NOTED elections booking form had been submitted, Parish Council will update VoWHDC when COV19 requirements are put in place. b. Came and Co – unoccupied building advice and requirements. It was NOTED that during lockdown the Parish Room had been visited at least once a week, this was due to checks, the kitchen refurbishments and preparation for building works.
8/3/21	<p>Date of next meeting To be agreed.</p>

Meeting finished 7:42pm