GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)

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

Minutes of Meeting of the Trustee of the Reading Room held on Monday 3rd July 2023, 8:00pm

Present	Cllr Jacqui Russell (Chair) (JR)
	Cllr Richard Hankinson (RH)
	Cllr Rory Gilmour (RG)
	Cllr Kym MacDonald (KM)
	Joanna Farrant, Parish Clerk (JF)

Item	Minute	Action	
1.	Apologies for Absence: None received.		
2.	Declarations of Interest: There were no declarations of interest in relation		
	to this Agenda.		
3.	Approval and Signing of Minutes of Last Meeting		
	Minutes of 17.04.23 were agreed and signed.		
4.	Other repairs to be carried out in 2023:		
	 Report completion of electrical repair works and move outside tap – complete. 		
	ii. Windows & Cellar Door update on repairs – windows have been		
	repaired and repainted; front door has been repainted; cellar door has been fitted and painted. A padlock is now required.		
	iii. Cellar quotes: KM to ask for an updated existing quote. JR to ask a		
	property management company to quote. JR will check and update specification for works: insulate room, including fire-boarding and put a light in.	JR/KM	
	iv. Annual Deep Clean: KM to ask a local cleaner for a quote. JR has submitted a number of quote requests, but has not received responses. Estimated work - 4hrs for 2 persons.	KM/JR	
5.	Gas Smart Meter Installation: this has now been installed and is working		
6.	Finances:		
	As reported at PC meeting this evening.		
7.	Any Other Business: The bush outside the front of the Reading Room has		
	died. JF to obtain a quote from BGG for removal and planting of a new		
	bush. The Community Fund has indicated it may provide a donation for the		
	same.		
	RH to ask local gardener for a quote.	RH	

Meeting closed at 8.25pm.