

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 6th September 2021, 7:30pm

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. **Financial Matters:**

DS reported that the Reading Room account is: £1588.24. DS will recommend that the Parish Council VAT refund and operational expenditure budgeted from precept be transferred from the Parish Account to the Reading Room account in one instalment of £1935.01, to allow sufficient funds for anticipated urgent maintenance.

The following Q2 invoices were noted as having been approved:

Castle Water	£25.49
BCG Garden (grass cutting)	£30 & £30
Alpha Furniture (36 stacking chairs)	£2,097.60
Octopus Energy	£1.78 & £10.13
Everflow Ltd	£7.61 & £7.37
RJ Harrison (Boiler Service/Landlord Test/Kitchen tap/Outside tap)	£364.19
Savers (Cleaning Materials)	£14.74
B&M (Cleaning Materials)	£14.98
Lakeland (Cleaning Materials)	£47.10

4. **Statement of Reading Room Policies, Procedures and Review Dates**

It was agreed that an internal review of policies and procedures would be appropriate in March of each year with a long-term goal of an internal document audit.

5. **Urgent Repairs:**

- a. KM had obtained the view of 2 plumbers on the boiler. Both diagnosed different faults. Boiler is aged over 10 years. Given the risk that one repair (£300 quote) may still require a second repair, it was PROPOSED and AGREED to replace the boiler. Of the two quotes received, it was PROPOSED and AGREED to use David Phillips. KM had sought a third quote, but the plumber had not turned up.
- b. Tap: kitchen tap and outside tap now fixed. However, instant handwash unit in ladies' toilet took a long time to reach 50C and could not sustain the temperature. Mens' toilet reached temperature but internal temperature could not be checked. Advice will be sought from a plumber, whether both need replacing. Cold water tap in mens' toilet was stuck. Agreed that KM would ask plumber for quote.
- c. Reading Room Trustees agreed to request that the Parish Council transfer £3,000 held for contingency repairs to Reading Room to facilitate all plumbing repairs, at next Parish Council meeting.

6. Other Maintenance & Long-Term Repair

- a. KM has obtained quote for gutter replacement to front of Reading Room, including patch repairs to the soffits, but not replacement. Any repair of soffits would also need a painter. Agreed that given the number of jobs required, rather than obtain further quotes, a list of all jobs should be made and prioritised in advance of next meeting, so that jobs could be booked in for next financial year.
- b. MH would speak to BCG again about cleaning moss from path to basement.
- c. It was agreed that JR would speak with community groups about whether there were specific items groups wished to fund-raise for, for the benefit of the Reading Room, but not for standard maintenance and repair. It was felt that a committee structure would not assist and that it would not be possible to add Trustees without legal advice, because of the way ownership of the building had been set up.

7. Basement Refurbishment

Agreed that a quote for the door to make basement weatherproof could be obtained at the same time as a quote for the windows. However, s.106 application could be left for now, as not an urgent task.

8. Re-opening: Tasks to Complete

- a. Risk assessments.
 - i. Health & Safety Risk assessment approved.
 - ii. Fire Risk assessment approved.
 - iii. Covid noted.
 - iv. Legionnaires risk assessment approved.
 - v. JR would insert all into a Health & Safety file.
 - vi. JR confirmed that testing was up to date on fire extinguisher, fire blanket and PAT testing was up to date. There is no fire alarm as building is so small, but smoke alarm is present.
- b. Bookings: JR would run bookings until a volunteer found. Volunteer would run bookings and send terms and conditions to hirer and ensure any risk assessments have been received. There is a dedicated Reading Room email account for this. First booking is 14th October.
- c. Hiring Rates: MH and JR to liaise again about this and enter into dialogue with groups that use the Reading Room. It was noted that the system should be fair to all different users and transparent. Prices had not been raised since 2009.
- d. Conditions of Hire: document drafted and to be made available for bookings.

- e. Cleaning: JR had been unable to find a cleaner willing to do the minimal hours. RG was willing to volunteer to clean and JR would continue to search for a cleaner for a monthly clean, as well as to carry out a deep clean before opening.
 - f. Materials: RG had purchased cleaning materials.
 - g. Insurance: regular groups using the hall would need their own insurance, unless for the benefit of the community. Noted that the Parish Council should minute where a group was for the benefit of the community for the avoidance of doubt.
 - h. Ongoing weekly inspections: RG agreed to take over a list of weekly inspections/checks in the building. JR has compiled a list with the risk assessments.
9. **Broadband**: Gigclear had been unable to advance application until the post-code finder showed The Reading Room. JR had contacted the Post Office and it is understood this has now been fixed, so that application can continue.

Meeting Closed 9.35pm