

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 9th September 2024, 8:10pm

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

| Item | Minute | Action |
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| 1. | Apologies for Absence: Apologies were received, accepted and authorised on the grounds of work reasons from JR. | |
| 2. | Declarations of Interest: NH's interest in relation to an indirect family interest in a quote for cellar upgrade had been noted at PC meeting preceding this meeting. | |
| 3. | Approval and Signing of Minutes of Last Meeting Minutes of 01/07/2024 were agreed as accurate and signed by the Chair. | |
| 4. | Likely repairs to be carried out in 2024/5 budget: 4.1 Front Wall Repair – RH and NH to action quotes. NH will chase tradesman that came round to quote. | RH/NH |
| 5. | Upkeep 5.1 Deep Cleaning – JR has one quote. NH had obtained a further quote, but that could not be used. JF will try and obtain a further quote. RG advised a deep clean before December would be best. RG confirmed he is content to continue cleaning on a voluntary basis at present. 5.2 Plumbing under sink – no further complaints at present. 5.3 Thermostat – no further action at present. 5.4 Annual Boiler Service – had been requested. JF to liaise with JR over timings, as currently booked in for Friday. | JF |
| 6. | Finances: 6.1 JF reported that the Charity Commission annual return had been completed and filed. 6.2 Trustees noted and approved all payments and income as reported at the Parish Council meeting immediately preceding this meeting. 6.3 It was resolved to appoint Lisa Wilkinson as an external examiner of The Parish Room account for the financial year 2024/5. | |
| 7. | Any other business: Discussion about quotes to insulate the cellar and make a s.106 grant by the PC in relation to the same had been discussed at the Parish Council meeting this evening. Trustee agreed. | |

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| | <p>The Community Fund has made an offer to replace the lino flooring in the kitchen. The Trustee agreed the lino was not in a good state and this would be gratefully accepted, with further details on cost/timing/lino replacement. JF liaise with Community Fund and JR re same.</p> | <p>JF/JR</p> |
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Meeting closed at 8.20pm.