

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 10th February 2025, 7:55pm

Present	Cllr Jacqui Russell (JR), Chairman Cllr Richard Hankinson (RH), Vice-Chairman Cllr Rory Gilmour (RG) Cllr Nick Hawkes (NH) Joanna Farrant, Parish Clerk (JF)
Absent	Cllr Kym MacDonald (KM)

Item	Minute	Action
1.	Apologies for Absence: None	
2.	Declarations of Interest: There were none.	
3.	Approval and Signing of Minutes of Last Meeting Minutes of 25/11/2024 were agreed as accurate and signed by the Chair.	
4.	Other repairs/maintenance to be carried out in 2024/5 budget a. Note cellar/handrail s.106 project update from Parish Council: JR reported the project was complete with insulation of cellar ceiling, central light and handrail down side of building. Supporting documents of photos and invoices had been forwarded to the District Council for s.106 files.	
5.	Likely repairs to be carried out in 2025/6 budget: a. Front Wall Repair: next financial year. b. Path/ramp to front door: next financial year. c. Bi-annual deep clean; annual window clean – it was agreed that a second deep clean of the year should take place, with an aim to complete in April before Arts Week, but after a new lino has been fitted. JF to liaise with Cotswold Cleaning. JR will try and get quotes for one off window clean.	JF JR
6.	Upkeep a. Consider gardening contract: consideration of whether moving to a gardening contract for the Reading Room, which would be separate from current verges contractor. RH will ask a gardener. JR noted that the plastic earthing box has been damaged, probably by strimming. JF to enquire whether a metal cover could be used in future? b. Confirm gas and electricity contract renewal length of contract - 2 years and authority to continue to pay for utility contracts (gas/electricity/water) by variable direct debit for same period. JF to action new contracts before current fixed rates expire at the end of February. c. Trees/shrubs in back garden – to be confirmed.	RH JF JF
7.	Finances:	

	<p>a. Trustees noted and approved all payments and income as reported at the Parish Council meeting immediately preceding this meeting.</p> <p>b. Rates of Reading Room hire for 2025/6 financial year, including election rate of hire. Increase to: £8.50 / £7.50 / £19 and £340 election hire.</p>	
7.	<p>Any other business: The Trustee ratified a donation by the Community Fund to replace the lino in the kitchen and noted the lino to be fitted was hard wearing. The Trustee's thanks was noted. JR is liaising with Community Fund on date.</p>	

Meeting closed at 8.10pm.