

GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)

Reading Room, Great Coxwell, Oxfordshire, SN7 7NB

Clerk: Joanna Farrant clerk@greatcoxwell.com

Minutes of Meeting of the Trustee of the Reading Room held on Thursday 16th February 2023, 8:15pm

Present	Cllr Jacqui Russell (Chair) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Joanna Farrant, Parish Clerk (JF) Daryoush Sharifi, RFO (DS)
	Cllr Kym MacDonald (KM) left the meeting at 8:20pm

Item	Minute	Action
1.	Apologies for Absence: KM left the meeting at 8:20pm. KM was present for Item 5, which was considered first and KM then departed.	
2.	Declarations of Interest JR declared an interest in relation to Item 5 and did not participate in voting.	
3.	Approval and Signing of Minutes of Last Meeting Minutes of 26.09.22 were agreed and signed.	
4.	<p>Other repairs to be carried out in 2023:</p> <p>Windows: it was agreed that quotes for window repairs should be obtained. These repairs had been budgeted for.</p> <p>Cellar quotes: it was agreed that this would be considered further at the next meeting.</p> <p>Plumbing repairs: condensate pipe to be insulated and moved to prevent it freezing and dripping into bucket in basement; insulate exterior supply pipe and remove spur to outside tap to prevent it freezing ; change tap in basement. JF to progress quotes. It was resolved to approve up to £500 towards these plumbing repair works.</p> <p>Electrical repair works: lighting circuit is shorting, possibly because of issue with leak into external light. RH will speak with Peter Howe to see if he is willing to repair. PAT testing also due. RH will also check with Peter Howe. It was resolved to approve up to £500 on this electrical repair work.</p> <p>External drain: The external drain cover is flexing. JR will ask BGG workmen to quote for replacing.</p>	JF RH JR
5.	Replacement of Projector: decision on purchase JR has a projector available for use, which can be purchased for £75. It cannot be stored in the Reading Room to prevent damage from dampness. It was agreed that this item is rarely used by the Parish Council and would more appropriately be purchased by one of the village community groups.	
6.	<p>Finances:</p> <p>Arrangement for internal auditor – DS has arranged with Peter Gale for internal audit of Reading Room accounts in early May.</p> <p>Confirm PAT Testing – RH approaching Peter Howe (see above)</p>	

	Gas/Electricity renewal – confirm renewal fixed contract and continuation of payment by Direct Debit – this had been approved by the Parish Council in the Parish Council meeting. It was noted that gas and electricity would be moved to British Gas Lite after termination of existing contract with Opus and Octopus on 01.03.23. Two year fixed deal had been agreed.	
7.	Any Other Business: There was none.	

Meeting closed at 8.35pm.