

**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 17<sup>th</sup> April 2023, 8:35pm**

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

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b>1.</b>	<b>Apologies for Absence:</b> Apologies were received from KM.	
<b>2.</b>	<b>Declarations of Interest</b> There were no declarations of interest in relation to this Agenda.	
<b>3.</b>	<b>Approval and Signing of Minutes of Last Meeting</b> Minutes of 06.02.23 were agreed and signed.	
<b>4.</b>	<p><b>Other repairs to be carried out in 2023:</b></p> <p><b>a. Windows/Cellar Door:</b> 3 quotes/estimates had been obtained. Wiltshire Woodworking £3403; Andy New £2650 and Hillier £2055. It was <b>proposed, seconded and resolved</b> to accept Andy New's quote on the basis that the Council had had a recommendation of the quality of his work, but didn't have any knowledge of Hillier's work.</p> <p><b>b. Plumbing repairs:</b> repair works had now been carried out to insulate the condensate pipe and exterior supply pipe and remove spur to outside tap to prevent both freezing by Purple Plumbing. The Council had been unable to obtain a second or third quote as no other plumbing company contacted had returned a call and one company would have charged to come and quote. It was <b>resolved</b> to approve a further spend of £84 to move the external tap from inside to outside the cellar before the new door is fitted.</p> <p><b>c. Electrical repair works:</b> investigative work had been carried out and the rear light above the door isolated to prevent the fuse-box tripping by Chris Lewis Electricals. An alternative quote had been obtained from Able Group Ltd for the investigation work, which had been more expensive and the Council had been unable to get a quote from a third electrician. It was <b>resolved</b> to approve the quoted repair work to the rear light and front light as quoted in the sum of £350. This sum would also include a change to the kitchen light, which had been identified as reaching the end of its life.</p> <p><b>d. PAT Testing and EICR Certificate:</b> these did not fall due until February 2024 and will be addressed later in the year.</p>	
<b>5.</b>	<b>Bookings:</b> a request has been made to book the Reading Room for 2 days for preparation of the room and a wedding reception. Parking will be in the field by the Great Barn. The Reception will finish by 7pm. The usual non-	

	parishioner hourly rate is £17 per hour. It was agreed a 2 day hire rate of £350.	
<b>6.</b>	<b>Finances:</b> <b>Arrangement for internal auditor</b> – DS has arranged with Peter Gale for internal audit of Reading Room accounts in early May. <b>Gas/Electricity renewal</b> – JF reported that EDF have now taken over the gas contract and that the national database now shows the correct post-code as SN7 7NG, which had delayed the switch by a month.	
<b>7.</b>	<b>Any Other Business:</b> There was none.	

Meeting closed at 8.55pm.