

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 19th February 2024, 8:15pm

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| Present | Cllr Jacqui Russell (Chair) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Cllr Nick Hawkes (NH) Joanna Farrant, Parish Clerk (JF) |
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| Item | Minute | Action |
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| 1. | Apologies for Absence: None received. | |
| 2. | Declarations of Interest: There were no declarations of interest in relation to this Agenda. | |
| 3. | Approval and Signing of Minutes of Last Meeting Minutes of 20.11.23 were agreed and signed. | |
| 4. | Other repairs/maintenance to be carried out in 2023/4 budget: <ul style="list-style-type: none"> a. Railings: the Trustee gave approval for the Community Fund to take over the project of re-painting the railings, using a painter mutually agreed with the Trustee. Painting will take place end of March/early April. JR to liaise with Community Fund. b. Bush dig out and replace quote: RH has obtained a second quote of £80 plus bushes, which was cheaper than the first quote of £150. RH has experience of this gardener's work. The Community Fund has offered to take over this work. The Trustee gave approval for the Community Fund to take over digging out the dead bushes and replanting new ones using a mutually agreed gardener. JR to liaise with Community Fund. | JR |
| 5. | Likely repairs within 2024/5 budget: <ul style="list-style-type: none"> a. Front wall repair: will require patch repair of pointing in 2024/5 financial year. b. Drain cover: will require replacement in 2024/5 financial year. c. Path: This is likely to be a significant future job, for which funds will need to be put aside over a few years. | |
| 6. | Upkeep: <ul style="list-style-type: none"> a. PAT and EICR testing was carried out in January 2024. JF to chase whether any certificates have been provided. b. Confirm water contract renewal: JF had contacted Love Energy for price comparisons, who had advised that Everflow remained the cheapest. Trustee approved a 3 year renewal contract, which gave access to a reduced administration price. JR confirmed that she had asked for fire extinguisher checks to be carried out at same time as Church. | JF |

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| 7. | Finances: a. Update on finances and VAT reclaims: as reported and agreed at Parish Council meeting. Accept donation from Coffee Mornings: JR to confirm if second donation of £300 in financial year was correct. | |
| 8. | Amendment to Terms and Conditions to reflect no TV Licence: Trustee agreed an amendment to the Terms & Conditions of hire to make clear that there should be no viewing with any equipment plugged into the mains. An indemnity had been drafted and the Trustee agreed this approach was preferable to a complete ban on use of mobile equipment where a home TV licence as in place. | |
| 9. | Consider fire risk review with reference to updated regulations: Trustee approved the drafted risk assessment, which was completed in line with government guidance, with responsible person being the Parish Council via the Chairman and Clerk for the time-being. The Trustee approved an amendment to the Reading Room risk assessment to reflect guidance that it should also constitute the Parish Council's Fire Safety Policy. | JF |
| 10. | Any Other Business: Reading Room was to be booked for polling day. Request polling booths to be taken away by Friday 3 rd May. | |

Meeting closed at 8.30pm.