

GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)

Reading Room, Great Coxwell, Oxfordshire, SN7 7NB
Clerk: Joanna Farrant clerk@greatcoxwell.com

Minutes of Quarterly Meeting of the Trustee of the Reading Room held on Monday 20th September 2021, 9:15pm

Present:

Cllr Jacqui Russell (Chair)
Cllr Mike Harris
Cllr Rory Gilmour
Joanna Farrant, Parish Clerk
Daryoush Sharifi, RFO

1. **Apologies:** Cllr Kym Macdonald
2. **Declarations of Interest:** none
3. **Update on urgent repairs:** boiler replacement next Thursday 30.09.21. RG to open up Reading Room with JR and MH to check later.
4. **Signing of minutes of extraordinary meeting on 12th July 2021 & 6th September 2021:** signed
5. **Signing of approved Health and Safety Risk Assessment:** signed by JR, as approved at meeting on 06.09.21.
6. **Approval of Conditions of Hire and Booking Form:** draft booking form approved. Conditions of hire to be finalised at a later date.

Meeting Closed: 9.30pm