

**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 20<sup>th</sup> November 2023, 8:40pm**

<b>Present</b>	Cllr Jacqui Russell (Chair) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Joanna Farrant, Parish Clerk (JF)
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Item	Minute	Action
1.	<b>Apologies for Absence:</b> None received.	
2.	<b>Declarations of Interest:</b> There were no declarations of interest in relation to this Agenda.	
3.	<b>Approval and Signing of Minutes of Last Meeting</b> Minutes of 11.09.23 were agreed and signed.	
4.	<b>Other repairs/maintenance to be carried out in 2023/4 budget:</b> <ul style="list-style-type: none"> <li>a. Railings: the Trustee gave approval for the Community Fund to take over the project of re-painting of the railings, using a painter mutually agreed with the Parish Council. Painting will take place end of March/early April.</li> <li>b. Bush dig out and replace quote: RH liaising for a second quote. The Community Fund has potentially offered to take over this work, which the Trustee has provisionally approved if mutually agreed with the Community Fund.</li> <li>c. Instruct PAT and EICR testing as previously quoted for January 2024. JF to action.</li> </ul>	RH  JF
5.	<b>Likely repairs within 2024/5 budget:</b> <ul style="list-style-type: none"> <li>a. Front wall repair: will require patch repair of pointing in 2024/5 financial year.</li> <li>b. Drain cover: will require replacement in 2024/5 financial year.</li> <li>c. Path: funds need to be earmarked by the Parish Council in 2024/5 and built up over subsequent years for future replacement of the concrete path, which is starting to show signs of wear. This is likely to be a significant future job, for which funds will need to be saved.</li> </ul>	
6.	<b>Finances:</b> <ul style="list-style-type: none"> <li>a. Update on finances and VAT reclaims: as reported and agreed at Parish Council meeting.</li> <li>b. Accept donation from Coffee Mornings: Trustee accepted a donation of £300 from Coffee Mornings.</li> <li>c. Room hire rates for 2024/5: agreed to increase room hire by £1/hour across all users and £25 per day for election hire from 1<sup>st</sup> April 2024.</li> </ul>	

	d. Agreed for PC to appoint the PC's internal auditor for 2023/4 accounts to examine Reading Room accounts for 2023/4 for the sum of £100.	
7.	<b>Report Charity Commission Return Complete for 22/3:</b> JF reported that this had been submitted.	
8.	<b>Confirm no TV Licence Requirement:</b> JF had submitted a confirmation that no TV licence was required for the Reading Room, it having no TV aerial, no wifi and limited mobile reception. It was agreed that the Terms & Conditions of hire should be reviewed and amended to make clear that there should be no downloading or watching of BBC on iPlayer, or streaming live TV with any equipment plugged into the mains.	JF
9.	<b>Consider fire risk review with reference to updated regulations:</b> JR has reviewed updated fire safety regulations, which suggests there needs to be a named individual. JF and JR to review and action. It is anticipated that one of the fire extinguishers will need replacing or an extended service in 2024.	JR/JF
10.	<b>Any Other Business:</b> There was no further business.	

Meeting closed at 8.45pm.