

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 Monday 26th September 2022, 7:50pm

Present	Cllr Jacqui Russell (Chair) Cllr Mike Harris Cllr Richard Hankinson Joanna Farrant, Parish Clerk Daryoush Sharifi, RFO
----------------	--

Item	Minute	Action
1.	Apologies for Absence: Cllr Kym MacDonald; Cllr Rory Gilmour	
2.	Declarations of Interest None	
3.	Approval and Signing of Minutes of Last Meeting Minutes of 18.07.22 were agreed and signed.	
4.	Priority Funds Application: Monies have been received in the sum of £1471.	
5.	Decision and vote on gutter repairs: Quotes had now been obtained from Paul Pounds: (£2451 exclu VAT) for cast iron, front of Reading Room only. Clanfield Guttering: for aluminium, this would be extruded (ie no joints) and powder coated £3002 (exclu VAT) for front only. Cotswold Rainwater: for cast iron (£2740 exclu VAT) for front only; for extruded, black aluminium (£1639 exclu VAT). Rear elevation in same aluminium £1773 or £1245 if square shaped. Trustees understood there was a slight difference in visual appearance from cast iron, but samples could be obtained. The life-span of both is longer than plastic. Cast-iron will last longest if appropriately maintained. Aluminium has a shorter life-span, but would require less maintenance. The Trustees resolved to proceed with aluminium on the basis it allowed for front and rear repairs, whilst maintaining a very similar style to cast-iron and it was to be preferred to plastic for environmental reasons. JF would notify Cllr Bethia Thomas of the amendment from cast-iron listed in the Priority Fund Application Form.	JF/JR
7.	Other Repairs to be carried out in 2022: windows; cellar quotes: these would be progressed in light of funds available when guttering repairs were complete.	
8.	Replacement of Projector: Changing the bulb had not solved the issue and it is now suspected that the interior has absorbed damp. JR's husband's company is selling off a second-hand projector for £75. A vote could not be taken at this meeting, as there would be insufficient quorum, as JR would not vote due to a conflict of interests. Postponed to the next meeting, although JR may raise possible purchase with the Community Fund.	
9.	Policies: minor amendment to Risk Assessment to reflect changes to Covid guidance: MH had also made some editing changes. It was proposed ,	JF

	seconded and resolved to accept the reviewed Risk Assessment for use of the Reading Room. JF to place on Teams and update to website.	
9.	Finances: A surplus would allow the Parish Council to consider what repair could be addressed. The Cellar door/fireproofing was outstanding. Further quotes are required.	
10.	Any Other Business: DS had received Boiler Service/Landlord Safety Certificate and JR placed in Health & Safety File in the Reading Room. Advance notice of booking of Reading Room as polling station on 4 th May 2023. JF to return form indicating the Room was available.	JF

Meeting closed at 8.20pm.