

GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)

Dear Trustee

You are summoned to attend a meeting of the Great Coxwell Parish Room Charitable Trust to be held on Thursday 16th February 2023, immediately following a meeting of the Great Coxwell Parish Council, in the Reading Room.

Joanna Farrant
Parish Clerk
8th February 2023

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Signing of minutes of previous meeting 28.11.2022**
4. **Other repairs to be carried out in 2023:**
 - a **Windows;**
 - b **Cellar quotes;**
 - c **Plumbing repairs:** condensate pipe; insulate exterior supply pipe and remove spur; change tap in basement
 - d **Electrical repair works**
 - e **External drain**
5. **Replacement of projector: decision on purchase**
6. **Finances**
 - a **Arrangement for internal auditor**
 - b **Confirm PAT Testing**
 - c **Gas/Electricity renewal – confirm renewal fixed contract and continuation of payment by Direct Debit**
7. **Any other business**