

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 Monday 17th April 2023, immediately following a meeting of the Great Coxwell Parish Council, in the Reading Room.

Joanna Farrant

Parish Clerk

5th April 2023

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Signing of minutes of previous meeting 06.02.2023**
4. **Other repairs to be carried out in 2023:**
 - a **Windows / Cellar Door:** decision on quotes obtained
 - b **Plumbing repairs:** report recent works. Decision on change tap in basement.
 - c **Electrical repair works:** report investigation work. Quote for repairs.
 - d **PAT Testing and EICR Certificate:** decision when to proceed and quotes.
5. **Bookings** – use for summer wedding
6. **Finances**
 - a **Arrangement for internal auditor**
 - b **Gas/Electricity renewal – confirm renewal of delayed Gas contract**
7. **Any other business**