

## **GREAT COXWELL PARISH ROOM CHARITABLE TRUST (300155)**

Dear Trustee

You are summoned to attend an extraordinary meeting of the Great Coxwell Parish Room Charitable Trust to be held on Monday 18<sup>th</sup> October 2021, immediately following a meeting of the Great Coxwell Parish Council, in the Reading Room.

Joanna Farrant  
Parish Clerk  
12<sup>th</sup> October 2021

### **AGENDA**

1. **Apologies**
2. **Declaration of Interest**
3. **Signing of minutes of last meeting**
4. **Update on urgent repairs:** boiler, bathroom taps
5. **Confirmation of re-opening:** that all necessary health & safety; risk assessments; food hygiene in place/posted
6. **Model conditions of hire:** approval
7. **Updated rates of hire:** approval
8. **Other matters:** updating of rental rates; regular cleaning contract; internet.