

What else have the Trustees done?

Taken advice from Gloucestershire Rural Community Council on Trustees responsibilities for the running of the Reading Room Charity

Carried out Health & Safety Risk Assessments and taken appropriate actions

Undertaken a Fire Risk Assessment

Basement cleared out

Arranged for an electrical survey to be undertaken: an Electrical Safety Certificate has been issued

Undertaken quarterly housekeeping checks

Created an online booking form which is available on the village website and updated all of the information provided to hirers

Standard Terms and conditions for Hirers produced

Updated the Constitution and lodged this with the Charities Commission

Put the insurance for the building out to quote and obtained a suitable policy underwritten by Zurich for half of the premium charged by the previous provider.

Located the original deeds – essential to progress grant funding applications

Identified and researched grant funding sources