



## YAXHAM PARISH CHARITY

(Registered charity no: 285177)

### MINUTES OF THE MEETING OF THE TRUSTEES OF YAXHAM PARISH CHARITY HELD ON THURSDAY 24<sup>th</sup> November 2016

Present: Mssrs Lowings, Bennett, Crummett, Goldsmith, Myhill.  
In attendance Mrs K Wilson as Clerk

The meeting opened at 7.32pm.

#### **To receive apologies for absence.**

To discuss the request for information from Yaxham Parish Charity under the Freedom of Information Act by The Woodland Group.

It was asked if the Charity was subject to FOI and it was confirmed that it was.

It was agreed to supply the information requested by The Woodland Group and to provide a letter by way of apology/explanation for the rejection of their application and to invite them to re-submit the application on the new format application form – a copy of which would be provided at the earliest opportunity.

It was agreed that the current application form did not allow the provision of sufficient information in order that an application could be properly and adequately considered and that a new revised form would be designed with this in mind.

It was agreed that the new form should allow for:-

- (a) the provision of more information – i.e specification, size, photographs etc
- (b) three price comparisons
- (c) supporting evidence of why the funding was necessary

The meeting closed at 8.23pm