



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
TO CONSIDER YAXHAM PARISH CHARITY BUSINESS,
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
At 7.00pm on Thursday 26th September 2019**

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Whadcoat, Gust, Lowings, Couves and Cheetham. **In attendance:** Mrs V Turner (Clerk) and 12 members of the public.

1.0 Chairman's Opening Remarks

The Chairman welcomed his fellow Councillors, the Clerk, and members of the Public.

2.0 Apologies None – all present.

3.0 Declarations of Interest – Cllr Gust declared his interest as a Trustee of the YVAA in Item 9.1 and that he would abstain from the discussion and voting. The Chairman requested that he remain in the meeting for this item in case there was a need to draw on his expert knowledge. This Declaration was **NOTED**.

4.0 Public Session – The Chairman of the YVAA Trustees briefly explained the premise of the application for grant funding to be discussed under Item 9.1.

5.0 Minutes of the Previous Meeting

5.1 The minutes of the meeting held on 20th June 2019 were read for accuracy and were unanimously **AGREED** as a true record and signed by the Chairman.

5.2 Matters arising from the previous meeting – Nothing raised for discussion.

6.0 Finance

6.1 To consider the Financial Report including the latest bank reconciliations – Cllr Martin, circulated copies of summary Bank and Cashbook reconciliations to Cllrs showing total bank account balances of £44,982.94 as of 1st April 2019. Receipts from investments with the CLA totalling £5,253.48 have been received since the last meeting, with two similar payments anticipated within the 12-month period. The main expenditure has been the refurbishment grant paid to the YVAA of £22,280.20 leaving the net balance of the Charity Account as of 16th September totalling £27,875.21. Bank statements and copy reconciliations available to view upon request.

6.2 To consider and appoint a new Auditor for Charity Accounts for 2018/19

Cllr Oechsle has passed details of a potential auditor to the Chairman; the Chairman to make contact and report back to the next meeting.

6.3 To consider seeking advice to review the structure of the Charity's funds to ensure that the Charity has the flexibility to fulfil the Charity's objective of being used "...for any such charitable purposes for the general benefit of the Parish of Yaxham..."

Cllr Martin explained the Parish Council as Trustee, must ensure that it meets all the requirements demanded of a Charitable Trust; in the event of needing to make decisions and issue payments from core-capital reserves within short-time scales, he suggested that the Council needed to be confident that any actions were conducted compliantly alongside its charitable purposes. The Chairman **PROPOSED** that he work alongside the Clerk and the Vice Chair to research avenues of advice and counsel that might support the Charity in maintaining compliance in such circumstances; the Chairman will then report back with any appropriate recommendations at the next meeting. This was unanimously **AGREED**.

7.0 To receive a quarterly update from the YVAA on the Village Hall Refurbishment Project

Mr Peter Smith, Chairman of the YVAA Trustees, delivered a brief summary (See copy Report attached) and circulated to Cllrs a schedule of works that commence on 21st October 2019. He confirmed that Spire Property would be managing the project. Expected completion date is 29th November 2019. Mr Smith to email reports to the Clerk after the meeting and the Chairman requested a further formal report from the YVAA to be presented at the next Charity Meeting in November.

8.0 To consider how, and if, the Social Club's Reserves could be integrated into the Parish Charity for the benefit of the village

The Chairman reported that it was understood that the Social Club as was potentially still held significant reserves. He noted that the initial intent of Social Club reserves was ultimately for the benefit of the village as a whole, he now **PROPOSED** that perhaps the Parish Charity could write to the Social Club to investigate potential integration of remaining Club funds in to the Parish Charity account, safeguarding the continuance of the money being used to support Yaxham parishioners. This was unanimously **AGREED**; the Chairman to draft a letter to the Social Club as soon as possible.

9.0 To consider any current submitted grant applications

The Chairman explained to the Council that after the closing date for Agenda submissions had passed, a small grant application from Yaxham Football Club had been received in relation to replacement football goals deemed unsafe by the FA, and general required maintenance of the team's pitches. In view of the late submission and the health and safety implications of the required works, the Chairman **PROPOSED** that an Extraordinary meeting be arranged ahead of the scheduled meeting of the Parish Charity in November, to consider this grant application. This was **AGREED**. Extraordinary Meeting to be held prior to Parish Council meetings scheduled for 24th October 2019, at 7.00pm.

9.1 YVAA application for £1,000 contribution towards Fire-Safety Works for the Village Hall

Application form and supporting documentation had been previously circulated to Cllrs for their consideration. The Chairman thanked Mr Smith for his previous comments and information tendered during the Public Session. Cllrs questioned Mr Smith and the Chairman invited Cllr Gust, despite his earlier Declaration of Interest, to assist in clarifying any issues raised by Cllrs. The £1,000 grant request is to be a part-payment only of the total costs of updating the Fire Precaution systems in the Hall, with the YVAA and the Paul Bassham Charitable Trust meeting the balance of the costs. The Chairman **PROPOSED** that the Council **APPROVE** the grant application for £1,000 towards these works. The grant of £1,000 was unanimously **AGREED** by the Council members.

10.0 To note any other items for inclusion on the Agenda of the next Meeting

Cllr Gust brought to the attention of the Council the poor standard of play equipment in the children's playground and reported that swings had had to be dismantled to prevent the possibility of potential accidents. There was also the suggestion of a skate-board park. The Chairman **PROPOSED** that the Parish Council should consider the formation of a working group with the YVAA and other interested parties such as the school and parents, to establish a plan of action and that this should be discussed under Urgent matters in the following Parish Council Meeting. This was **AGREED**.

11.0 Date of Next Meeting

Extraordinary meeting of the Parish Charity to be held at 7.00pm on Thursday 24th October 2019 in the David Myhill Room, Yaxham Village Hall.

There being no further matters arising, the meeting closed at 7.35pm.