



## YAXHAM PARISH CHARITY

To all Councillors,

You are hereby summoned to a Meeting of the Council to consider Yaxham Parish Charity business to be held on Thursday 23<sup>rd</sup> January 2020 at 7pm in the David Myhill Room at the Yaxham Village Hall.

Please notify the Clerk in good time if, and the reason why, you are unable to attend.

Vicky Turner

Clerk to the Council, Tel: 01362 821037 Email: [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

16<sup>th</sup> January 2020

*Yaxham Parish Council & Charity welcomes the public and press to its meetings. The public and press are able to address the Council during Item 4 of the Agenda. The law does not permit members of the public and press to take part in the debates.*

### AGENDA

1. **Chairman's Opening Remarks**
2. **Apologies**  
To receive and approve apologies for absence.
3. **Declarations of interest**  
To receive any declarations of interest in items on the agenda and to consider any requests for dispensation. *Applications for any dispensations need to be in writing using the agreed form ([www.yaxham.com](http://www.yaxham.com)) and passed to the Chairman before the start of the meeting.*
4. **Public Session**  
To receive comments on charity matters from members of the public
5. **Minutes of Previous Meetings**
  - 5.1 To approve the minutes of the Extraordinary meeting held on 24<sup>th</sup> October 2019
  - 5.2 To consider matters arising from the minutes of previous meetings not considered elsewhere on the agenda
6. **Finance, Internal Audit & Annual Return**
  - 6.1 To consider the Financial Report including the latest bank reconciliations
  - 6.2 To consider and agree the 2018/19 Internal Auditor's Report and any actions arising
  - 6.3 To consider and agree the data for the Annual Return to the Charities Commission required by 31<sup>st</sup> January 2020
7. **To consider any current submitted grant applications**
8. **To receive a quarterly report from the YVAA on the Village Hall Refurbishment Project**
9. **To note any other items for inclusion on the agenda of the next meeting**  
Draft Charity Accounts for 2019/20
10. **Date of next meeting**  
To note that this is on Thursday 30<sup>th</sup> April 2020 at 7.00pm