



**MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL  
TO CONSIDER YAXHAM PARISH CHARITY BUSINESS  
held remotely by video conference at 3pm on Wednesday 8<sup>th</sup> April 2020**

**Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Couves, Whatcoat, Cheetham, Lowings and Gust. Clerk and 1 member of the public.**

**1.0 To suspend Standing Orders and Financial Regulations during the COVID-19 Emergency**  
Previously **AGREED** at the meeting of the Parish Council on 31.03.2020.

**2.0 Chairman's Opening Remarks**

The Chairman confirmed the suspension of normal practice and the future need to cease physical meetings, and the intention to meet remotely in accordance with Regulation 5 of the Government COVID-19 2020 legislation.

**3.0 Apologies** – None received.

**4.0 Declarations of Interest**

Cllr Gust declared an interest in Agenda Item 8.1 in his capacity as Trustee to the YVAA. The Chairman confirmed his non-participation in debate on this item.

**5.0 Public Session**

No issues raised

**6.0 Minutes of Previous Meeting**

**6.1 To approve the minutes of the Extraordinary meeting held on 23rd January 2020**

The Minutes of the Parish Charity Meeting held on 23<sup>rd</sup> January 2020 were read for accuracy and unanimously **AGREED** as a true and accurate record of events. The Minutes will be signed by the Chairman once practicable to do so.

**6.2 Matters Arising** – The Chairman confirmed that the Auditor had been paid as agreed.

**7.0 Financial Report**

The Chairman confirmed that funds available were £28,312.29.

**8.0 To consider any current submitted grant applications**

**8.1 To consider the Medium/Large Grant Application received from the YVAA**

Grant application and supporting documentation was previously circulated to Cllrs. Discussion took place surrounding the options in meeting the request for a grant for £8,670.88 in respect of continuing works for the Village Hall Refurbishment. The Chairman **PROPOSED** a grant of £5,725.00, representing 66% of the project costs. A vote took place, and this was unanimously **AGREED** with the following conditions:

- Grant to be expended only by YVAA on work and contractors identified in the application and supporting documentation.
- The YVAA takes full responsibility for all aspects of the project, including but not limited to, the Governments' COVID-19 emergency regulations and guidance, as amended, including social distancing

- Report by YVAA to the meeting of 30<sup>th</sup> April 2020 regarding progress
- Confirmation by the YVAA for the Parish Charity at the meeting of 25<sup>th</sup> June 2020 that the work has been substantially completed; but
- If there is a material change in the project as described in the application or the Government's COVID-19 regulations or guidance renders all or part of the project as undeliverable, then the YVAA shall immediately inform the Parish Clerk at [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com) and no further financial commitments shall be entered into by the YVAA as regards this project until agreed by the Parish Charity
- That if there is any unspent element of the grant at the end of the works, or at the point the project is halted as result of changes to the Government's COVID-19 emergency regulations or guidance, this is to be returned promptly to the Parish Charity

Offer and Terms to be confirmed in writing asap.

**9.0 To receive and consider any further updates on the availability of funds from Yaxham Social Club for release for the benefit of the village**

It was confirmed that no further contact had been received regarding intended dispersal of funds held by Yaxham Social Club in the form of grants to the village. Chairman to make contact again with the Social Club for an update.

**10.0 To note any other items for inclusion on the agenda of the next meeting**

To agree the Annual Charity Accounts

To receive progress report from YVAA on Village Hall refurbishment

**11.0 To confirm date and time of next meeting**

Thursday 30<sup>th</sup> April, 3pm to be held Virtually over Zoom.

**The meeting closed at 4.26pm**