



YAXHAM PARISH COUNCIL & CHARITY

YVAA Trustees
C/O Peter Smith
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Yaxham
Norfolk
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Yaxham House
Norwich Road
Yaxham
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Tel: 01362 854248
yaxhamparishclerk@gmail.com

13th April 2020

Dear Peter,

Re Yaxham Village Amenities Association (YVAA) Trustees Grant Application to the Parish Charity, dated 30th March 2020 – Next Village Hall Refurbishment Phase.

This letter is to confirm that the Parish Charity, at its meeting on 8th April 2020, agreed in response to the grant application to make a grant of £5,725.00, i.e. 66% of the project costs.

Please note this grant is subject to:

- confirmation that the YVAA agrees the terms of the grant award as set out in this letter (by signing below as indicated, and emailing to yaxhamparishclerk@gmail.com);
- the grant is only being expended by the YVAA on the work and contractors as specified in the grant application supporting documentation;
- the YVAA takes full responsibility for all aspects of this project, including but not limited to the Government's Covid-19 emergency regulations and guidance, as amended from time to time, including social distancing guidance;
- reporting by the YVAA to the Parish Charity meeting on 30th April 2020 as to the progress of the work;
- confirmation by the YVAA for the Parish Charity meeting on 25th 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 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; and,
- 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 a result of changes to the Government's Covid-19 emergency regulations or guidance, is to be returned promptly to the Parish Charity.

If the YVAA wishes to vary any terms of the grant the YVAA needs to apply in advance to the Parish Charity to agree such a variation.

We wish the YVAA all good luck with this project and look forward to a progress report to the Parish Council meeting considering Charity business at 3.00pm on Thursday, 30th April 2020.

Yours sincerely,

Ian Martin
Chairman

The grants terms are agreed for an on behalf of the YVAA:

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Peter Smith
Chairman,

.....
Date