



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
TO CONSIDER YAXHAM PARISH CHARITY BUSINESS
held remotely by video conference at 6pm on 29th April 2021**

Present: Cllrs Martin (Chairman) (IM), Oechsle (Vice-Chairman) (MO), Gust (BG) and Whadcoat (RW).

In Attendance: the Clerk and four members of the public.

1. Chairman's Opening Remarks

The Chairman welcomed all to the meeting.

2. Apologies – Cllrs Couves and Lowing

3. Declarations of Interest - None declared.

4. Public Session – BG read a report previously circulated explaining the background to the play project. Report available from the Clerk on request. Susan Martin added that the grant application form submitted complies with the Trust deed and terms of requirements under the charity terms policy. All documents have been drafted to allow an application to Breckland for an additional £5,000 should the Parish Charity approve the grant tonight. She confirmed that the Parish Charity will be advised of all tenders at every stage. BG noted that the application for £17,000 includes £12,000 donated from the closure of the social club, and therefore only requests £5,000 from the income of the Parish Charity.

5. Minutes of the previous meeting

- **To approve the minutes of the meeting held on 21st January 2021**

The Minutes of the meeting of 21st January 2021 were **PROPOSED** as a true and accurate record of events by IM, this was **SECONDED** by RW. Unanimously **AGREED**.

- **To consider matters arising from the Minutes of the previous meeting not considered elsewhere on the Agenda**

None

6. To agree to the Conflict of Interest Policy and Procedure

IM explained that this has been drafted at the recommendation of NALC to ensure that there is a fully compliant process and procedure to ensure that any application from the Parish Council as the sole trustee of the Parish Charity is legally sound. MO added that she has asked the Internal Auditor for advice who also feels that an application on this basis is sound.

The policy was proposed by IM, seconded by RW and unanimously agreed.

7. Financial Report

7.1 To agree the Accounts for the year to 31st March 2021 and the Report by the FMO.

The draft accounts were noted and will be audited before the next meeting for agreement.

7.2 To approve the appointment of Bill Hinks as Internal Auditor for the year 2020/2021

Proposed IM, seconded: BG and unanimously agreed

7.3 To consider and agree the following payments:

Yaxham Parish Council invoice for October 2020 to March 2021 for clerking at 0.5 hours per week. Total invoice £260 This payment was proposed by IM, seconded by RW and unanimously agreed

8. To consider any current submitted grant applications

8.1 To consider the large grant application for the refurbishment of the Yaxham Play Area, submitted by the Play Area Working Group

The application from the Parish Council written by the Yaxham Play Area Working Group had been previously circulated and was discussed. It was noted that the project will total an estimated £22,000. £17,000 requested from the Parish Charity (of which £12,000 would be from the Social Club donation) and £5,000 from the Breckland Inspiring Communities Fund.

MO asked for clarification of the role of volunteers within the project. BG explained that the installation / renovation would be completed by a contractor and volunteers would be used to maintain the site after installation. BG explained that companies have been asked to quote for both a renovation / replacement of the current area as well as a potentially enhanced play area.

IM proposed that the Parish Charity agree to award a total of £17,000 provided the application is submitted to Breckland Council and other grants are applied for as appropriate. These funds will be transferred to Yaxham Parish Council and will only be released in accordance with the Parish Council Financial Regulations. Any unused funds will be returned to the Parish Charity in October, unless an extension is requested at the September charity meeting explaining the reason behind any further delays. An interim project report will be required at the July Parish Charity meeting. This was seconded by RW and unanimously agreed.

9. To note any other items for inclusion on the Agenda of the next meeting

Interim Report from the Play Area Working Group
Agreement of Accounts following internal review and audit.

10. To confirm date and time of next meeting

To note this as 24th July 2021 in Yaxham Village Hall.

The meeting closed at 6.30pm with no further matters arising.