



MINUTES OF THE MEETING OF THE PARISH COUNCIL TO CONSIDER YAXHAM PARISH CHARITY BUSINESS

Held in David Myhill Room at Yaxham Village Hall at 7pm on Wednesday 22nd October 2025

Present: Trustees Ben Conway (Chair) Maggie Oechsle (MO), Bob Gust (MO), Chris Couves (CC) and Gary Davison (GD)

In attendance: Clerk

1. Chairman's Opening Remarks

The Chair welcomed all those present to the meeting and thanked them for attending.

2. Apologies

Apologies were received and accepted for trustee's Paul Bone and Graham Howe.

3. Declarations of Interest

None.

4. Minutes of Previous Meetings

- The minutes of the previous meeting held on 13th August 2025 were approved without amendment and signed by the Chair.
- There were no matters arising from the minutes of the previous meeting not considered elsewhere on the agenda.

Trustee Chris Couves joined the meeting.

5. Potential future land purchase to benefit the Parish / residents for recreation.

This item was moved forward on the agenda.

The Chair addressed the meeting and noted that, had the Charity previously had the foresight to purchase a recently sold parcel of land, it could have been acquired as amenity land for the benefit of parish residents. The Chair invited trustees to consider the possibility of acquiring land in the future, should a suitable opportunity arise, specifically suggesting that a plot of approximately two or three acres would be appropriate for a range of recreational activities and for the general benefit of the community.

The possibility of purchasing land in Clint Green was discussed, as this would provide a green space for residents of Clint Green, as well as considering other potential sites within the village. It was **agreed** that, should a suitable piece of land become available, the Charity would revisit this matter and consider the potential for purchase.

6. To amend the governing document or transition to a Charitable Incorporated Organisation (CIO)

The Clerk explained what a Charitable Incorporated Organisation (CIO) is, explaining that a CIO offers certain legal protections and operational advantages, particularly relevant if the Charity were to acquire land. The Clerk also noted that, as an alternative, the Charity could amend its existing governing document to set out clear procedures for meetings and other governance matters, as recommended by the Charity Commission. It was highlighted that the current governing document contains limited information.

Trustees discussed both options and agreed that no changes would be made at present. The Clerk requested that it be formally noted that the Charity should consider updating its governing document in line with Charity Commission recommendations at a future date.

7. Charity audit report

The Charity audit report was presented and discussed by the trustees.

The possibility of advertising the Charity in the parish newsletter to increase awareness was considered.

It was **agreed** that the Chair would speak to Yaxham C of E Primary School to discuss the possibility of the school applying for a grant to support the purchase of library books.

8. Finance

a. To note any payments

To	Detail	£ Total
Yaxham Parish Council	Clerking Charge for period to 30/09/2025	380.50
Yaxham Parish Council	Admin Charge for period to 30/09/2025	69.33
Robin Goreham	Charity Audit	75.00
Toftwood Garden Centre	Christmas Tree	425.00
Norfolk PTS	Understanding Charities Course	62.40
Unity Bank	Service charge	6.00

b. To note any receipts

From	Detail	£ Total
CCLA	Dividend paid in the period	2,800.00
Unity Bank	Interest received	192.23

c. Bank position

The bank position of £52,022.59 was noted. It was **agreed** to transfer £10,000 to the savings account.

9. Submitted grant applications

None

10. Christmas Tree Lighting event 7th December 2025 and consider any action arising

BG informed the trustees that a meeting of the Yaxham Village Amenities Association (YVAA) to discuss the Christmas lights event will be held on 17th November at 7.00pm. BG encouraged trustees to attend if possible.

11. Items for inclusion on the agenda of the next meeting

Christmas Tree update

12. Date of next meeting - 28th January 2026

The Chair closed the meeting at 7.28pm