

**MINUTES of an Extraordinary Meeting of Tatsfield Parish Council held on the 29<sup>th</sup> June 2020 via Zoom commencing at 8.00 p.m.**

**Present:** Mr David Pinchin (in the chair)  
Mr Jason Syrett Ms Alex Davies Mr Ian Hayman Mr Ashley Clifton Mr Stephen Mittins

**In Attendance:** Samantha Head (Clerk)

And 2 parishioners.

The meeting commenced at 8.06pm

**1. Apologies**

3115/0620 Kim Jennings had sent her apologies. These were received and accepted by members.

**2. Declarations of Interest\* (relating to items on the agenda)**

3116/0620 Ashley Clifton declared pecuniary and non-pecuniary interests in items 5a and 5b. Ashley Clifton was moved to the Zoom waiting room for these items and did not therefore take part in the discussion or agreement for either item.

3117/0620 Jason Syrett, Alex Davies and Ian Hayman declared non-pecuniary interests in item 5b and therefore took no part in the discussion or agreement for the relevant applicant(s).

**3. Approve and sign the MINUTES of the previous meeting held on 8th June 2020**

3118/0620 It was resolved that the minutes reflected a true and accurate record of the meeting held on 8th June 2020. They were duly signed by the Vice-Chair.

**4. Public Participation – there will be a period of 5 minutes at the beginning of the meeting, to hear questions or statements from members of the public. The public are requested to keep their question(s) brief. There will also be an opportunity for the public to ask questions at the end of the meeting. This will be a period of 5 minutes. In addition, it will be at the Chairman’s discretion to invite comment from any member of the public at any point during the meeting, should the Chairman feel it helpful to the item under discussion.**

None

**5. Finance****a) Discuss and agree process for allocation of TDC Covid-19 Business Support Grant funds**

Ashley Clifton was moved to the Zoom waiting room and remained there until item 6 was discussed.

David Pinchin began by thanking Alex Davies for preparing a draft application form for the Parish Council to consider sending to all applications for the grant in order to unify the details of each application. There was a proposed deadline for returning the form of 8<sup>th</sup> July 2020.

It was noted that the Parish Council was aiming to distribute these grants as quickly as possible but, at the same time, making sure that it had consistent information from all applicants so as to be able to allocate funds fairly.

3119/0620 Members approved the form and requested the Clerk to email applicants the following day.

The Clerk suggested that the forms should be returned to her via email.

3120/0620 Members agreed with this suggestion and requested the Clerk send a covering email with the form, indicating that the form should be returned to her via email but to provide an alternative should any applicant be unable to scan the form to return it. Alex Davies agreed to amend the return instructions at the top of the form and send the amended version to the Clerk.

**b) TDC Covid-19 Business Support Grant requests (Under Part 2)**

This item was discussed under Part 2.

**6. Matters for reporting or inclusion in a Future Agenda**

- Old Bus Stop

Public Participation:

None

The meeting closed at 8.40 pm

