

A meeting of the Authorising Committee of the Frittenden Parish Council COVID-19 Hardship Fund was held by Zoom on Monday 20<sup>th</sup> April 2020 at 7.30pm.

Present were: Cllr A Staples  
Cllr H Cullingworth  
Cllr Riley (present for consideration of agenda items 4 and 5 only)

In attendance: Mrs E Nightingale (Clerk), Mr G Lawrence & one member of the public

It was decided to address agenda item 2 first.

## **2. CO-OPTION ON TO THE COMMITTEE OF NON-COUNCIL MEMBER**

It having been resolved at a meeting of the Council on 24<sup>th</sup> March 2020 that a non-council member shall be invited to serve on the committee, it was proposed by Cllr Staples, seconded by Cllr Cullingworth, and **RESOLVED** by all committee members present that Mr Garry Lawrence be so invited. Mr Lawrence accepted and took his place on the committee.

## **1. ELECTION OF CHAIRMAN**

Cllr Staples was nominated by Cllr Cullingworth, seconded by Mr Lawrence, and agreed to serve as Chairman of the Authorising Committee.

## **3. DETERMINATION OF WHEN/HOW THE COMMITTEE IS TO MEET DURING THE LIFE OF THE FUND**

It was proposed by Cllr Staples, seconded by Cllr Cullingworth, and **RESOLVED** by all committee members present that the committee shall meet by Zoom every Monday at 7.30pm.

## **4. EXCLUSION OF THE PUBLIC FROM ALL COMMITTEE MEETINGS AT WHICH APPLICATIONS TO THE FUND ARE DISCUSSED**

It was proposed by Cllr Cullingworth, seconded by Mr Lawrence, and **RESOLVED** by all committee members present that the public shall be excluded when applications to the fund are discussed, in order to ensure that all such applications remain strictly confidential. Committee meetings shall begin with the Clerk providing a financial report before being closed to the public for consideration of applications. No applications, whether successful or unsuccessful, shall be referred to during any part of a meeting which is open to the public.

The Clerk then reported that 8 donations totalling £19,050.00 had been received to date. The Clerk was writing to each donor to express the Council's gratitude and seek confirmation of how they wished any surplus to be dealt with should the fund not be distributed in full.

## **5. CONSIDERATION OF APPLICATIONS**

Two applications were considered and details of the change in each of the applicants' circumstances arising as a result of the COVID19 lockdown were presented to the committee.

In respect of application 1, it was proposed by Cllr Staples, seconded by Mr Lawrence, and **RESOLVED** by all committee members present to pay a grant of £500.

In respect of application 2, it was proposed by Mr Lawrence, seconded by Cllr Cullingworth, and **RESOLVED** by all committee members present to pay a grant of £500.

In both cases, it was agreed that the applicants should be encouraged to make further applications to the fund should continuing support be required.

There being no further business, the meeting closed at 8.04 pm.

Chairman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_