

Minutes of the Annual Meeting of the Swaffham Prior Parish Council, held on Thursday 6th May 2021 at 7.15pm via Zoom.

Present: Mr John Covill (Chair) (JC), Mr Andrew Camps (AC), Mr Alan Durrant (AD), Mr David Greenfield (DG), Mr Peter Hart (PH) and Mr Steve Kent-Phillips (SKP).

In attendance:

Mrs Jude Griffiths (Clerk)

There were no members of the public in attendance.

It was agreed that agenda item 1/21-22 by postponed until after the election of the Chair.

2/21-22 Election of Chair

SKP nominated JC for the position of Chair, seconded PH; agreed unanimously.

3/21-22 Signature of declaration of acceptance of position of Chair

JC signed the declaration of acceptance for the position of Chair of Swaffham Prior Parish Council.

1/21-22 To agree an extension of the temporary standing orders regarding online meetings

SKP explained that the temporary Standing Orders regarding online meetings had lapsed on 1st May 2021.

DG proposed that the temporary Standing Orders be extended by one week; seconded AD, passed unanimously.

4/21-22 Election of Vice-Chair

SKP nominated DG for the position of Vice Chair, seconded AD. DG accepted.

5/21-22 Apologies for absence

PL – confusion over the date of the meeting.

6/21-22 Confirmation of Parish Council Representatives and/or wardens for:

- a. Village Hall Management Committee - AD*
- b. Swaffham Prior Parochial Charities - JC*
- c. Swaffham Prior Sports & Recreation Committee - SKP*
- d. Social Media - SKP*
- e. Community Land Trust - vacant*
- f. Local Plan - DG*
- g. Village Verges - DG*
- h. Churches - AC*
- i. School Foundation Trust - AC*
- j. School - SG*
- k. Cemetery - AD*
- l. Footpaths (vacant)*
- m. Lamp posts - PL*
- n. Allotments - PL*

The roles were accepted as indicated above.

7/21-22 Confirmation of RFO (Responsible Financial Officer) and PCRf (Parish Councillor Responsible for Finance)

The RFO was confirmed as the Clerk, Jude Griffiths

The Parish Councillor Responsible for Finance was confirmed as SKP.

8/21-22 Approve the Annual Accounts

DG asked why the accounts did not reserve expenditure in the current financial year, for example the outstanding amount from the fire safety system? SKP noted that there was not an invoice for this amount so while it was ring-fenced money, it did not appear in the accounts as a debt. It was agreed to discuss this in greater depth at a later date.

SKP proposed that the PC approve the Annual Accounts; seconded PH, passed unanimously

9/21-22 Approval of the Annual Governance Statement 2020-21

SKP noted that the Annual Governance Statement 2020-21 was made available on the website and had been seen by the auditor.

SKP proposed that the PC approve the Annual Governance Statement 2020-21; seconded PH, passed unanimously.

The meeting ended at 7.35pm