

Minutes of the Annual Meeting of the Swaffham Prior Parish Council, held on Thursday 12th May 2022 at 7.15pm in the Swaffham Village Hall meeting room.

Present: Cllr John Covill (Chair) (JC), Cllr Andrew Camps (AC), Cllr Alan Durrant (AD), Cllr David Greenfield (DG), Cllr Sandra Gynn (SG), Cllr Peter Hart (PH), Cllr Paul Latchford (PL) and Cllr Steve Kent-Phillips (SKP).

In attendance:

Mrs Jude Griffiths (Clerk)

There were 8 members of the public in attendance.

1/22-23 Election of Chair

PH proposed that John Covill as Chair; seconded DG, passed unanimously.

2/22-23 Signature of declaration of acceptance of position of Chair

3/22-23 Apologies for absence

None.

4/22-23 Election of Vice-Chair

SKP proposed DG as Vice-Chair; seconded SG, passed unanimously.

5/22-23 Confirmation of Parish Council Representatives and/or wardens for:

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

6/22-23 Confirmation of RFO (Responsible Financial Officer) and PCRFB (Parish Councillor Responsible for Finance)

SKP proposed that the Clerk as the RFO; seconded AD, passed unanimously

PH proposed SKP as the PCRFB; seconded SG, passed unanimously

7/22-23 Acceptance of the Internal Auditor's report

SKP proposed that the PC accept the Internal Auditor's report; seconded PH, passed unanimously

8/22-23 Acceptance of the Accounts

SKP proposed that the Accounts be accepted as accurate by the PC; PL seconded, passed unanimously.

9/22-23 Statement of Exemption of Audit

SKP proposed that the PC accept the Statement of Exemption of Audit; seconded PH, passed unanimously.

The meeting concluded at 7.28pm

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unapproved