

**Minutes of Swaffham Prior Parish Council Annual Meeting held on
Thursday, 12th May 2011 at 7.30pm in the Village Hall.**

Present: Mr John Covill (Chairman), Mr Eric Day, Mrs Sandra Gynn, Mr Peter Hart, Mr Paul Latchford, & Mr G Woollard. 2 members of the public were present.

The meeting started at 7.15pm. The Clerk took the meeting for items 891, 892 & 893 & 894

891. In Attendance:

Karen King - Clerk

892. Apologies for Absence:

David Almond (not present)

Steve Kent-Phillips (not present)

Andrew Camps (not present)

893. Signing of 'Declaration of Acceptance of Officer' by Elected Councillors:

These were signed by councillors.

894. Election of Chairman & Vice-Chairman:

John Covill was elected as Chairman. *Proposed: Geoffrey Woollard. Seconded: Peter Hart. All in favour.*

John Covill agreed to continue as Chairman for another year and took the Chair for the remainder of the meeting.

Peter Hart was elected as Vice-Chairman. *Proposed G Woollard. Seconded: Paul Latchford. All in favour.*

Peter Hart accepted the nomination as Vice-Chairman.

895. Confirmation of Parish Council Representatives for Village Committees/Groups:

Village Hall Management Committee: Peter Hart was elected as Parish Council representative. *Proposed: EricDay. Seconded: Sandra Gynn.*

Sports & Recreation Committee: Steve Kent-Phillips was elected as Parish Council representative. *Proposed: Sandra Gynn. Seconded: Peter Hart. All in favour.*

Parochial Charities: John Covill, Eric Day & Andrew Camps. *Proposed: Sandra Gynn. Seconded: Peter Hart. All in favour.*

896. Confirmation of RFO (Responsible Financial Officer) and PCRf (Parish Councillor Responsible for Finance):

It was agreed by all that the Clerk would continue as RFO.

It was agreed by that Steve Kent-Phillips would continue as Parish Councillor Responsible for Finance.

The meeting closed at 7.30pm