

**Minutes of Swaffham Prior Annual Parish Council Meeting held on
Thursday, 9th May 2013 at 7.15pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr Eric Day (ED), Mrs Sandra Gynn(SG), Mr Steve Kent-Phillips(SK), Mr Peter Hart-Vice-Chairman(PH), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus 3 members of the public.

1284. In Attendance:
Karen King - Clerk

1285. Apologies for Absence:
CCC - Cllr David Brown – *conflicting meeting*
ECDC – Cllr Allen Alderson – *conflicting meeting*
Andrew Camps – *holiday*

The Clerk took the meeting for item 1286 and invited nominations.

1286: Election of Chairman & Vice-Chairman:
John Covill was elected as Chairman. *Proposed: Geoffrey Woollard. Seconded: Peter Hart. Unanimously agreed.*
Peter Hart was elected as Vice-Chairman. *Proposed G Woollard. Seconded: Sandra Gynn.*

- JC was not at start of meeting but on his arrival confirmed he was happy to continue as Chairman for a further year. JC signed the ‘Declaration of Acceptance of Office’.
- Peter Hart accepted the nomination as Vice-Chairman.

JC took the remainder of the meeting.

1287. Confirmation of Parish Council Representatives for Village Committees/Groups:
Village Hall Management Committee: Peter Hart stepped down as PC representative. Paul Latchford agreed to take on this role. *Unanimously agreed.*
Sports & Recreation Committee: Steve Kent-Phillips was elected as Parish Council representative. *Unanimously agreed.*
Parochial Charities: John Covill, Eric Day & Andrew Camps agreed to continue to represent the Parish Council. *Unanimously agreed.*

1288. Confirmation of RFO (Responsible Financial Officer) and PCR (Parish Councillor Responsible for Finance):
It was agreed by all that the Clerk would continue as RFO. *Proposed: Sandra Gynn Seconded: Geoffrey Woollard.*
It was agreed by that Steve Kent-Phillips would continue as Parish Councillor Responsible for Finance. *Proposed: Sandra Gynn. Seconded: Geoffrey Woollard.*

The meeting closed at 7.30pm.