

**Minutes of Swaffham Prior Annual Parish Council Meeting held on  
Thursday, 14<sup>th</sup> May 2015 at 7.00pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr David Almond(DA), Mr Andrew Camps(AC), Mrs Sandra Gynn(SG), Mr P Hart-Vice-Chairman(PH), Mr Paul Latchford(PL), Mr Steve Kent-Phillips(SK) & Mr David Greenfield(DW) plus 2 members of the public.

1695. In Attendance:

ECDC – Cllr Allen Alderson  
Karen King – Supporting Parish Clerk  
Paul Catling – Clerk

1696. Apologies for Absence:

CCC – Cllr David Brown  
Mark Lewinski

*The Clerk took the meeting for first part of item 1697 and invited nominations for Chairman.*

1697. Election of Chairman & Vice-Chairman:

John Covill was elected as Chairman. *Proposed: Steve Kent-Phillips. Seconded: Paul Latchford. Unanimously agreed.*

*JC accepted nomination for Chairman and signed 'Declaration of Acceptance of Office'. JC then invited nominations for Vice-Chairman.*

Peter Hart was elected as Vice-Chairman. *Proposed Steve Kent-Phillips.. Seconded: Paul Latchford. Unanimously agreed.*

Peter Hart accepted the nomination as Vice-Chairman.

1698. Confirmation of Parish Council Representatives for Village Committees/Groups:

*Village Hall Management Committee:* Paul Latchford said that he would like to stand down. *Steve Kent-Phillips* proposed Mark Lewinski, seconded by Paul Latchford. *Unanimously agreed.*

*Parochial Charities:* There was some discussion regarding what this committee did as Eric Day was a representative and how many were needed. John Covill, & Andrew Camps agreed to continue to represent the Parish Council. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. Unanimously agreed.*

*Sports & Recreation Committee:* Paul Latchford proposed and Sandra Gynn seconded that Steve Kent-Phillips continue as Parish Council representative. *Unanimously agreed.*

*Community Land Trust:* Karen King suggested she was happy to carry on, especially as it involved director status. Steve Kent-Phillips proposed that Karen King represented the parish council and Sandra Gynn seconded. *Unanimously agreed.*

1699. Confirmation of RFO (Responsible Financial Officer) and PCR (Parish Councillor Responsible for Finance):

Steve Kent-Phillips suggested that this can be the Clerk or the Chairman. Steve Kent-Phillips proposed Paul Catling and Paul Latchford seconded. *Unanimously agreed. PC accepted nomination for RFO.*

It was agreed that Steve Kent-Phillips would continue as Parish Councillor Responsible for Finance. *Proposed: Sandra Gynn. Seconded: Paul Latchford. Unanimously agreed.*

The meeting closed at 19.15.