

**Minutes of Swaffham Prior Annual Parish Council Meeting held on
Thursday, 12th May 2016 at 7.00pm Village Hall.**

Present: Mr P Hart-Vice-Chairman(PH), Mr Andrew Camps(AC), Mrs Sandra Gynn(SG), Mr Steve Kent-Phillips(SK) & Mr David Greenfield(DG)

There were no members of the public in attendance.

1927. In Attendance:

ECDC – Cllr Allen Alderson

Paul Catling – Clerk

1928. Apologies for Absence:

John Covill, Cllr David Brown, Mark Lewinski

The Vice Chairman took the meeting.

1929. Election of Chairman & Vice-Chairman:

John Covill was elected as Chairman. Proposed: Steve Kent-Phillips. Seconded: David Greenfield. Unanimously agreed.

1930. Election of Vice-Chairman:

Peter Hart was elected as Vice Chairman. Proposed: Sandra Gynn. Seconded: David Greenfield. Unanimously agreed.

1931. Confirmation of Parish Council Representatives for Village Committees/Groups:

Village Hall Management Committee: Steve Kent-Phillips proposed holding the position for Mark Lewinski, as he was not present to accept the post.

Parochial Charities: John Covill, & Andrew Camps are both on their committee.

Sports & Recreation Committee: Steve Kent-Phillips agreed to carry on.

Community Land Trust: Paul Catling (The Clerk) agreed to carry on.

There was some discussion regarding the other jobs carried out by councillors including: Peter Hart as footpaths monitor and Steve Kent-Phillips as Highways warden. These posts and jobs were all agreed.

1932. Confirmation of RFO (Responsible Financial Officer) and PCR (Parish Councillor Responsible for Finance): Steve Kent-Phillips suggested that the Clerk remains as RFO. *Proposed by Steve Kent-Phillips. Seconded by David Greenfield. Unanimously agreed.* Steve Kent-Phillips agreed to continue as Parish Councillor Responsible for Finance. *Proposed by David Greenfield. Seconded by Sandra Gynn. Unanimously agreed.*

1933. Approval of Annual Audit Governance Statement 2015-16:

SKP read the audit statement. *It Proposed by Sandra Gynn & seconded by David Greenfield to approve the statement. Unanimously agreed.*

The meeting closed at 19.11.

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