

**Minutes of Swaffham Prior Annual Parish Council Meeting held on
Thursday, 11th May 2017 at 7.00pm Village Hall.**

Present:

Mr John Covill - Chairman, Mr Peter Hart, Mr Steve Kent-Phillips,
Mr Mark Lewinski, Mr Michael Malster, Mr Andrew Camps,
Mr David Greenfield, Mrs Sandra Gynn, Mr Paul Latchford.
There were 6 members of the public in attendance.

2131. In Attendance:

ECDC – Cllr Allen Alderson
Paul Catling – Clerk

2132. Apologies for Absence: None.

2133. Election of Chairman & Vice-Chairman:

John Covill was elected as Chairman. *Proposed: Peter Hart. Seconded: Paul Latchford. Unanimously agreed.*

2134. Election of Vice-Chairman:

Peter Hart was elected as Vice Chairman. *Proposed: Paul Latchford. Seconded: John Covill. Unanimously agreed.*

2135. Confirmation of Parish Council Representatives for Village Committees/Groups:

Village Hall Management Committee: Mark Lewinski.
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. No change was agreed.

2136. 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.*

2137. Approval of Annual Audit Governance Statement 2016-17:

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

The meeting closed at 19.08.

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