

**Minutes of Swaffham Prior Annual Parish Council Meeting held on  
Thursday, 10<sup>th</sup> May 2018 at 7.00pm Village Hall.**

Present:

Mr Peter Hart, Mr Steve Kent-Phillips, Mr Michael Malster, Mr Andrew Camps,  
Mr David Greenfield, Mrs Sandra Gynn, Mr Paul Latchford.

There were 4 members of the public in attendance.

Peter Hart chaired the start of the meeting.

2347. In Attendance:

CCC - Cllr Joshua Schumann  
Paul Catling – Clerk

2348. Apologies for Absence:

John Covill, Andrew Camps.

2349. Election of Chairman:

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

2350. Election of Vice-Chairman:

Peter Hart was proposed but suggested that it may be good to cycle round.  
David Greenfield was elected as Vice Chairman. *Proposed: Sandra Gynn, Seconded: Steve Kent-Phillips. Unanimously agreed.*

2351. Confirmation of Parish Council Representatives for Village Committees/Groups:

Village Hall Management Committee: Michael Malster. *Proposed: Steve Kent-Phillips, Seconded: Sandra Gynn. Unanimously agreed.*  
Parochial Charities: (John Covill, & Andrew Camps are both on their committee.)  
John Covill was *Proposed: Peter Hart, Seconded: David Greenfield. Unanimously agreed.*  
Sports & Recreation Committee: Steve Kent-Phillips agreed to carry on. *Proposed: Sandra Gynn, Seconded: Michael Malster. Unanimously agreed.*  
Community Land Trust: David Greenfield is a director and Paul Catling (The Clerk) agreed to carry on. *Proposed: Steve Kent-Phillips, Seconded: Michael Malster. Unanimously agreed.*

2352. Confirmation of RFO (Responsible Financial Officer) and PCRF (Parish Councillor Responsible for Finance): Steve Kent-Phillips suggested that the Clerk remains as RFO. *Proposed by Steve Kent-Phillips. Seconded by Sandra Gynn. Unanimously agreed.* Steve Kent-Phillips agreed to continue as Parish Councillor Responsible for Finance. *Proposed by David Greenfield. Seconded by Sandra Gynn. Unanimously agreed.*

2353. Approval of Annual Audit Governance Statement 2016-17:

The procedure for completion had changed so the Audit was not available but would be completed before the end of the month.

It was agreed to start the 2019 AGM at a later time of 19:15

The meeting closed at 19.09.

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Unapproved