

Minutes of the Annual Meeting of the Swaffham Prior Parish Council, held on Thursday 11th May 2023 at 7.30pm in Swaffham Prior Village Hall.

Present: Cllr John Covill (Chair) (JC), Cllr Alan Durrant (AD), Cllr David Greenfield (DG), Cllr Sandra Gynn (SG), Cllr Peter Hart (PH), Cllr Kent-Phillips (SKP), Cllr Ruth Lambert (RL) and Cllr Paul Latchford (PL).

In attendance: Jude Griffiths (Clerk)

There was 1 member of the public in attendance.

1/23-24 Election of Chair

SKP proposed Cllr John Covill as chair of the Parish Council; seconded PL, passed unanimously.

2/23-24 Signature of declaration of acceptance of position of Chair

Completed.

3/23-24 Apologies for absence

None.

4/23-24 Election of Vice-Chair

PH proposed Cllr David Greenfield as Vice-Chair of the Parish Council; seconded AD, passed unanimously.

5/23-24 Confirmation of Parish Council Representatives and/or wardens for:

a. Village Hall Management Committee	AD
b. Swaffham Prior Parochial Charities	JC
c. Swaffham Prior Sports & Recreation Committee	SKP
d. Social Media	SKP
e. Community Land Trust	DG
f. Local Plan	DG
g. Village Verges	DG
h. Churches	PL
i. School Foundation Trust	Defunct
j. School governors – changed to School Liaison	SG
k. Cemetery	AD
l. Footpaths	RL
m. Lamp posts	PL
n. Allotments	PL

SKP proposed that the above representatives/wardens be confirmed; seconded DG, passed unanimously.

6/23-24 Confirmation of RFO (Responsible Financial Officer) and PCRf (Parish Councillor Responsible for Finance)

PL proposed that the Clerk be confirmed as the Responsible Finance Officer; seconded AD, passed with one abstention.

PL proposed that SKP be confirmed as the Parish Councillor Responsible for Finance; seconded AD, passed with one abstention.

7/23-24 Approve the Accounting Statement

SKP proposed that the PC accept the Accounting Statement; seconded DG, passed unanimously.

SKP noted that the PC is under budget and that the reserves have reduced slightly.

8/23-24 Approve the certificate of exemption.

SKP proposed that the PC approve the certificate of exemption; seconded DG, passed unanimously.

9/23-24 Approve the Annual Governance Statement

SKP proposed that the PC approve the annual governance statement; seconded PH, passed unanimously.

10/23-24 Review and adopt the standing orders

DG proposed that the requirement to stand for members of the public when speaking (1i) be removed.

DG/PL proposed that 'The PC ask that people wishing to record/photograph/broadcast a meeting declare their intention to do so prior to the start of the meeting.' be added to item 11.

A typing error was noted on page 25 – 'tiem' for 'time'.

SKP proposed that the Standing Orders be adopted with the changes noted above; seconded DG, passed unanimously.

11/23-24 Review and adopt the financial regulations

SKP proposed that these be adopted unchanged; seconded PH, passed unanimously.

12/23-24 Review and agree the assets register

The new Speed Indicating Device is to be added to the Asset Register.

SKP proposed that once the above has been done, the PC agree the Asset Register is accurate; seconded DG, passed unanimously.

13/23-24 Review and agree continued subscriptions/memberships – CAPALC, ICCM, SLCC

SKP proposed that the PC continue membership of CAPALC, ICCM and SLCC; seconded AD, passed unanimously.

14/23-24 Review and adopt complaints procedure

Three typing errors were noted.

SKP proposed that once these were corrected, the PC accept and adopt the Complaints Procedure; seconded DG, passed unanimously.

15/23-24 Review and adopt the press/social media policy

As this had not been completed, it is to be carried over to the June meeting.

16/23-24 Set times, dates and place of the years ordinary meetings including the annual meeting of the parish council.

Meetings of the PC to take place on the second Thursday of each month at the Village Hall meeting room, starting at 7.30pm

Annual Meeting of the Parish Council to take place on the second Thursday of May 2024, in the Village Hall meeting room, starting at 7pm.

The meeting ended at 7.39pm