

**Minutes of the Annual Meeting of the Swaffham Prior Parish Council held on Thursday 9<sup>th</sup>  
May 2024 at 7.00pm in Swaffham Prior Village Hall.**

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

In attendance: Jude Griffiths (Clerk)

There were 2 members of the public in attendance.

**1/24-25** Election of Chair  
Cllr John Covill was proposed as Chair.  
*Proposed SG, seconded AD, passed unanimously.*

**2/24-25** Signature of declaration of acceptance of position of Chair  
Completed.

**3/24-25** Apologies for absence  
RL

**4/24-25** Election of Vice-Chair  
Cllr David Greenfield was proposed as Vice-Chair.  
*Proposed SKP, seconded PH, passed unanimously.*

**5/24-25** Confirmation of Parish Council Representatives and/or wardens for:

|  |     |
|--|-----|
| <b>a.</b> Village Hall Management Committee            | KM  |
| <b>b.</b> Swaffham Prior Parochial Charities           | SKP |
| <b>c.</b> Swaffham Prior Sports & Recreation Committee | SKP |
| <b>d.</b> Social Media                                 | SKP |
| <b>e.</b> Community Land Trust                         | DG  |
| <b>f.</b> Local Plan                                   | DG  |
| <b>g.</b> Village Verges                               | DG  |
| <b>h.</b> Churches                                     | AD  |
| <b>i.</b> School Liaison                               | SG  |
| <b>j.</b> Cemetery                                     | AD  |
| <b>k.</b> Footpaths                                    | RL  |
| <b>l.</b> Lamp posts                                   | PL  |
| <b>m.</b> Allotments                                   | PL  |

**6/24-25** Confirmation of RFO (Responsible Financial Officer) and Treasurer  
Jude Griffiths was confirmed as RFO.  
SKP was confirmed as Treasurer.

**7/24-25** Approve the Accounting Statement.  
Deferred to June PC meeting.

**8/24-25** Approve the certificate of exemption.  
Not applicable for 2024-25.

**9/24-25** Approve the Annual Governance Statement  
Deferred to June PC meeting.

**10/24-25** Review and adopt the standing orders  
*Proposed DG, seconded SKP, passed unanimously.*

**11/24-25** Review and adopt the financial regulations  
*Proposed SKP, seconded SG, passed unanimously.*

**12/24-25** Review and agree the assets register  
*Proposed SKP, seconded PH, passed unanimously.*

**13/24-25** Review and agree continued subscriptions/memberships – CAPALC, ICCM, SLCC  
*Proposed SKP, seconded AD, passed unanimously.*

**14/24-25** Review and agree the following policies and procedures:

- a) Cemetery and memorial management
- b) Code of Conduct
- c) Complaints
- d) Employment
- e) Equality and diversity
- f) Grant-giving
- g) Press and social media
- h) Training

*SKP proposed that the policies and procedures be agreed as amended; seconded PH, passed unanimously.*

**15/24-25** Review and agree the following documents:

- a) Allotment tenancy agreement
- b) Allotment allocation process
- c) General risk assessment
- d) Parish nature recovery plan
- e) Publication scheme

*SKP proposed that the documents be agreed; seconded PL, passed unanimously.*

Action: PL to look at the Allotment Allocation Process further.

**16/24-25** Set times, dates and place of the years ordinary meetings including the annual meeting of the parish council.

The ordinary PC meetings are to take place the second Thursday of each month, starting at 7.30pm. The Annual meeting of the parish Council will take place on the second Thursday of May 2025, starting at 7.00pm, directly before the normal May meeting.

*Proposed SKP, seconded PH, passed unanimously.*

*The meeting closed at 7.24pm.*