

**Minutes of the Annual Meeting of the Swaffham Prior Parish Council held on Thursday 9th
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:

a. Village Hall Management Committee	KM
b. Swaffham Prior Parochial Charities	SKP
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	AD
i. School Liaison	SG
j. Cemetery	AD
k. Footpaths	RL
l. Lamp posts	PL
m. 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.