

**Minutes of the Annual meeting of the Swaffham Prior Parish Council held on Thursday 8th
May 2025 at 7pm in Swaffham Prior Village Hall.**

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

There was 1 member of the public in attendance.

In the absence of the Clerk, the Deputy Clerk (SKP) took the minutes.

1/25-26 Election of Chair

PH proposed that Cllr Covill be elected Chair; seconded PL, passed unanimously.

2/25-26 Signature of declaration of acceptance of position of Chair

To take place at the June meeting.

3/25-26 Apologies for absence

Cllr Ruth Lambert.

4/25-26 Election of Vice-Chair

PH proposed that Cllr Greenfield be elected Vice Chair; seconded AD, passed unanimously.

5/25-26 Approve the minutes of the Parish Council meeting of 10th April 2025

DG proposed that the minutes be accepted as a true and accurate record of the meeting; seconded SG, passed unanimously.

6/25-26 Confirmation of Parish Council Representatives/Wardens/Liaison for:

a. A-B1102 Representative	DG
b. Allotments Warden	PL
c. Cemetery Warden	AD
d. Churches Liaison	AD
e. Community Land Trust Representative	DG
f. Footpaths Warden	RL
g. IT Warden	SKP
h. Lamp posts Warden	PL
i. Local Plan Warden	DG
j. School liaison	SG
k. Swaffham Prior Parochial Charities Representative	SKP
l. Swaffham Prior Sports & Recreation Committee Representative	SKP
m. Village Hall Management Committee Representative	KM
n. Village Verges Warden	DG

7/25-26 Confirmation of RFO (Responsible Financial Officer) and Treasurer

Responsible Finance Officer was confirmed as Jude Griffiths

Treasurer was confirmed as Cllr Kent-Phillips.

8/25-26 Review and adopt the standing orders

DG proposed that the time of the annual meeting be set at 7pm and the time of the ordinary meetings set at 7.30pm and the Standing Orders adopted with these changes; seconded AD, passed unanimously.

9/25-26 Review and adopt the financial regulations

SKP proposed the Financial Regulations be adopted: seconded SG, passed unanimously.

10/25-26 Review and agree the assets register

SKP proposed that the asset register be agreed; seconded SG, passed unanimously.

11/25-26 Review and confirm the arrangements for insurance cover in respect of all insurable risks.

SKP proposed confirmation of the arrangements for insurance cover in respect to all insurable risks; seconded SG, passed unanimously.

12/25-26 Review and agree continued subscriptions/memberships – CAPALC, NALC, ICCM, SLCC

AD proposed that the subscriptions/memberships for CAPALC, NALC, ICCM and SLCC continue for 2025-26: seconded SG, passed unanimously.

13/25-26 Adopt/Review and agree the following policies and procedures:

- a) Cemetery and memorial safety
- a) Code of Conduct
- b) Complaints
- c) Data protection
- d) Employment
- e) Equality and diversity
- f) Grant-giving
- g) IT
- h) Press and social media
- i) Retention and disposal
- j) Training and development

SKP proposed that these were adopted en bloc with the amendments previously circulated; seconded SG, passed unanimously.

14/25-26 Review and agree the following documents:

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

SKP proposed that these were adopted en bloc with the amendments previously circulated; seconded SG, passed unanimously.

15/25-26 Set times, dates and place of the years ordinary meetings including the annual meeting of the parish council.

Ordinary meetings (7.30pm start):

Thursday 8th May 2025
 Thursday 12th June 2025
 Thursday 10th July 2025
 Thursday 14th August 2025
 Thursday 11th September 2025
 Thursday 9th October 2025
 Thursday 13th November 2025
 Thursday 11th December 2025
 Thursday 8th January 2026
 Thursday 12th February 2026
 Thursday 12th March 2026

Annual meeting of the Parish Council (7pm start):

Thursday 14th May 2026

Thursday 9th April 2026

All to take place in the meeting room of the Village Hall.

The meeting closed at 7.21pm.

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