

## **NOTICE OF MEETING**

### **AND SUMMONS TO ATTEND**

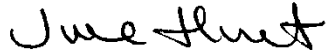
**The Annual meeting of Sprowston Town Council  
will be held at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 15 May 2013 at 7.30pm**

### **AGENDA**

Item No.

1. Appointment of Chairman of the Council for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council.
3. To receive written declarations of interest. (proforma enclosed)
4. To receive written apologies for absence. (proforma enclosed)
5. Appointment of Vice-Chairman of the Council for the ensuing year.
6. To confirm the minutes of the Council's meeting held on 24 April 2013. Pages 1 - 5
7. To receive any Police Liaison Officer's report. Pages 6 - 7
8. To receive correspondence & agree action/response arising from the minutes.
9. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
10. Appointment of Members to serve on the Staff Discipline, Grievances and Clerk's Review Panel for the ensuing Year. (4 Members)
11. Appointment of Members to serve on the Staff Appeals Panel for the ensuing year. (4 Members)
12. Appointment of Members to represent the Council on the following organisations for the ensuing year:  
(a) Norwich Airport Consultative Committee (1 Member plus substitute)  
(b) Senior Citizens Welfare Committee (2 Members)
13. To consider an appeal against non-appliance of residents cemetery discount fees Pages 8 - 10
14. To receive the report of the Town Clerk and make Decisions on: Pages 11 - 14
15. Annual review of Sprowston Town Council's Financial Regulations (enclosed)
16. To adjourn the meeting for a short break.
17. To consider planning applications to 15 May 2013. Page 15
18. To confirm the payment of accounts to 15 May 2013. (schedule enclosed)
19. To receive any written/verbal reports from the Council's Working Groups.

20. To receive any written reports from Sprowston County and District Councillors. (proforma enclosed and report from Councillor J Ward attached) Page 16
21. To receive any written reports from Members representing the Council on or at outside organisations. (proforma enclosed)
22. To answer any questions under Standing Order No. 8  
*(written questions should be submitted to the Clerk at least 3 days before the meeting).*



**June Hunt**  
**Town Clerk**

**10 May 2013**

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Footnote:

*<sup>1</sup> Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.*

*Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk) and follow the links through to planning.*

*This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website [www.sprowston-pc.gov.uk](http://www.sprowston-pc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*