

NOTICE OF MEETING

AND SUMMONS TO ATTEND


**The meeting of Sprowston Town Council
will be held at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 5 June 2013 at 7.30pm**

AGENDA

Item No.

1. To receive written declarations of interest. (proforma enclosed)
2. To receive written apologies for absence. (proforma enclosed)
3. To confirm the minutes of the Annual Council meeting held on 15 May 2013. Pages 1 - 7
4. To receive any Police Liaison Officer's report. Pages 8 - 9
5. To receive correspondence & agree action/response arising from the minutes.
6. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
7. To receive the report of the Town Clerk and make Decisions on: Pages 10 - 13
 - 4.1 Recycling Site Cleansing Charges Tesco's Sprowston
8. To adjourn the meeting for a short break.
9. To consider planning applications to 5 June 2013. Pages 14
10. To confirm the payment of accounts to 5 June 2013. (schedule enclosed)
11. To receive the schedule of credit card payments (schedule enclosed)
12. To receive and adopt the Statement of Accounts and Balance Sheet for the year ended 31 March 2013. Pages 15 - 28
13. To receive the Internal Audit Report 2012/2013 Pages 29 - 37
14. To approve and sign the Annual Governance Statement for Year ended 31 March 2013. Pages 38 - 43
15. To confirm the appointment of the Internal Auditor for the ensuing year
16. To complete the Internal Audit Review Checklist part 1 & 2. Pages 44 - 45
17. To review the Financial Risk Assessments for 2013/14 and Approve the Terms of Reference as listed under Internal Audit Assurance. Pages 46 - 50
18. To receive any written/verbal reports from the Council's Working Groups.
19. To receive any written reports from Sprowston County and District Councillors. (proforma enclosed and report from District Councillor W F Couzens and County Councillor J Ward attached) Pages 51 - 53

20. To receive any written reports from Members representing the Council on or at outside organisations. (proforma enclosed)
21. 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

31 May 2013

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Footnote:

¹ 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 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-tc.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.