

NOTICE OF MEETING

AND SUMMONS TO ATTEND

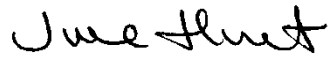
**The meeting of Sprowston Town Council
will be held at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 11 December 2013 at 7.30pm**

AGENDA

Item No.

1. To receive written declarations of interest.
2. To receive written apologies for absence. (proforma enclosed)
3. To confirm the minutes of the Council's meeting held on 20 November 2013. Pages 1 - 4
4. To receive any Police Liaison Officer's report. Page 5
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 review the current fees and charges for 2013/14:
 - (a) Cemetery and Memorial Charges Pages 6 -7
 - (b) Sports Hire Fees Page 8
 - (c) Facility Hire Fees Page 9
 - (d) Allotment Rents and Water Charges
8. To receive the report of the Town Clerk and make Decisions on: Pages 10 - 27
 - 2.1 Tender Provision of Construction Services - Alterations to Cemetery Building
 - 4.1 Grant Aid - Norfolk Age UK
 - 4.3 Parish Boundary Changes
9. To review the Internal Audit Report 2013/14 (Interim) Pages 28 - 35
10. To adjourn the meeting for a short break.
11. To consider planning applications to 11 December 2013. Page 36
12. To confirm the payment of accounts to 11 December 2013. Pages 37 - 38
13. To receive the schedule of Credit Card Payments to 11 December 2013. Page 39
14. To receive any written/verbal reports from the Council's Working Groups.
15. To receive any written reports from Sprowston County and District Councillors. (proforma enclosed and report from Councillor J Ward attached) Pages 40 - 42
16. To receive any written reports from Members representing the Council on or at outside organisations. (proforma enclosed)
17. 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**

6 December 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.