

NOTICE OF MEETING

AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 4 June 2014 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 Council's Annual meeting held on 14 May 2014. Pages 1 - 5
4. To receive any Police Liaison Officer's report.
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 6 - 12
 - 1.1 S.C.E.N.T (Sprowston Care for the Environment and Nature Team) request for Conservation Area
 - 1.2 Sprowston Wanderers Football Club
 - 2.1 Cemetery Building Alterations and Outside Area
 - 4.1 Norfolk ALC/SLCC Annual Summer Conference
 - 4.3 Parliamentary Outreach - Public Bill Seminar - Norwich 19 June 2014
8. Budget Booklet 2014/15 (enclosed)
9. To consider model Standing Orders reflecting the latest update from NALC. Pages 13 - 30
10. To consider Financial Regulations reflecting the latest update from NALC. Pages 31 - 50
11. To adjourn the meeting for a short break.
12. To receive and adopt the Statement of Accounts and Asset Valuations. Pages 51 - 64
13. To receive the Internal Audit Report 2013/2014 Pages 65 - 80
14. To approve and sign the Annual Governance Statement for Year ended 31 March 2014. Pages 81 - 83
15. To complete the Internal Audit Review Checklist part 1 & 2. Pages 84 - 85
16. To review the Financial Risk Assessments for 2014/15 and approve the Terms of Reference as listed under Internal Audit Assurance including Insurance Details Checklist. Pages 86 - 90
17. To confirm the appointment of the Internal Auditor for the

- ensuing year
18. To consider planning applications to 4 June 2014. Pages 91 - 92
 19. To confirm the payment of accounts to 4 June 2014. Pages 93 - 94
 20. To receive the schedule of credit card payments. Page 95
 21. To receive any written/verbal reports from the Council's Working Groups.
 22. To receive any written reports from Sprowston County and District Councillors. (proforma enclosed) Pages 96 - 97
 23. To receive any written reports from Members representing the Council on or at outside organisations. (proforma enclosed)
 24. 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

30 May 2014

Council Office . Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: townclerk@sprowston-tc.gov.uk

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.