

## **NOTICE OF MEETING**

### **AND SUMMONS TO ATTEND**

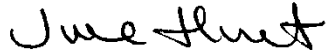
**The Annual meeting of Sprowston Town Council  
will be held in the St. Quintin Room at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 14 May 2014 at 7.30pm**

### **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.
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  
23 April 2014. Pages 1 - 5
7. To receive any Police Liaison Officer's report. Page 6
8. To receive correspondence & agree action/response arising  
from the minutes  
(i) Copy letter from Mr A Tovell. Pages 7 - 8
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 adjourn the meeting for a short break.
14. To consider planning applications to 14 May 2014. Pages 9 - 11
15. To confirm the payment of accounts to 14 May 2014. Pages 12 -13
16. To receive the schedule of credit card payments Page 14
17. To receive any written/verbal reports from the Council's  
Working Groups.
18. To receive any written reports from Sprowston County and District  
Councillors. Page 15
19. To receive any written reports from Members representing  
the Council on or at outside organisations. (proforma enclosed)
20. To answer any questions under Standing Order No. 8  
(written questions should be submitted to the Clerk at least

- 3 days before the meeting).*
21. Resolution to exclude Press and Public in accordance with section 1 of the Public Bodies (Admission to Meetings) Act of 1960 due to the confidential nature of the business to be transacted under agenda item 23.
  22. To consider the report of the Working Group with regard to confidential staffing matters and letter from the Town Clerk Pages 16 - 32



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

**09 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:

*<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-tc.gov.uk](http://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.*