

**NOTICE OF MEETING**

**AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council  
will be held in the Delves Room, at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 10 December 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 meetings held on  
19 November and 3 December 2014. Pages 1 - 6
4. To receive any Police Liaison Officer's report. Pages 7
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 speak<sup>1</sup>.
7. To receive correspondence & agree action/response arising  
from the minutes.
8. To receive the report of the Town Clerk and make  
decisions on: Pages 8 - 12  
4.2 Grant Aid - Norfolk Age UK  
4.2 Sprowston Heritage Archive
9. To adjourn the meeting for a short break.
10. To consider planning applications to 10 December 2014. Page 13 -14
11. To receive the interim Internal Audit Report 2014 - 15 Pages 15 - 22
12. To confirm the payment of accounts to 10 December 2014. Pages 23 - 24
13. To receive the schedule of credit card payments. Page 25
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) Pages 26 - 30
16. To receive any written reports from Members representing  
the Council on or at outside organisations. (proforma enclosed)
17. 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 18.
18. To consider the report of the Working Group with regard  
to confidential staffing matters. Pages 31 - 47

*June Hunt*

**June Hunt  
Town Clerk**

**05 December 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.*