



NOTICE OF MEETING

AND SUMMONS TO ATTEND

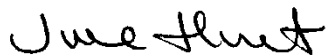
**The Annual meeting of Sprowston Town Council
will be held in the St. Quintin Room at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 20 May 2015 on the rising of the Annual Town Meeting**

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. Appointment of Vice-Chairman of the Council for the ensuing year.
4. Councillors to sign Acceptance of Office and the Declaration of Disclosable Pecuniary and Other Interests.
5. To receive Councillors dispensation requests
6. To receive written declarations of interest.
7. To receive written apologies for absence (proforma enclosed).
8. To confirm the minutes of the Council's meeting held on 22 April 2015. Pages 1 – 5
9. To receive any Police Liaison Officer's report (enclosed).
10. To receive correspondence & agree action/response arising from the minutes
12. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
14. Appointment of Members to serve on the Staff Discipline, Grievances and Clerk's Review Panel for the ensuing year. (4 Members)
15. Appointment of Members to serve on the Staff Appeals Panel for the ensuing year. (4 Members)
16. 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)
17. Review and adoption of appropriate Standing Orders, including a proposal to change 5e to Town Mayor (enclosed).
18. Review and adoption of appropriate Financial Standing Orders (enclosed)
19. To review the eligibility to exercise the General Power of Competence for the ensuing term of office.
20. Review of inventory of land and assets including building and office equipment (enclosed).
21. Confirmation of arrangements for insurance cover in respect of all insured risks (enclosed).
22. Review of the Council and or/staff subscriptions to other bodies.

23. Review of the Council's complaints procedure (enclosed).
24. Review of the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (enclosed).
25. Review of the Council's policy for dealing with the press/media (enclosed).
26. Determining the time and place of ordinary meetings of the full Council up to and including the annual meeting of full Council.
27. To receive, review and accept the Budget Allocations for 2015/16 (enclosed).
28. To receive the report of the Town Clerk and make decisions on: Pages 6 - 20
 - 1.1 Sparhawk Park Leased Land
 - 4.1 Personnel
 - 4.2 (i) Annual Joint Summer Conference
 - (ii) Training - Understanding your Council's Finances
 - (iii) MAP (Mancroft Advice Project) Youth Advocate
 - 5.1 Community infrastructure Levy
 - 5.2 Phase 4, Blue Boar Lane, Public Open Space Provision
 - 5.3 Harrisons, Breck and Boar Plantations
29. To adjourn the meeting for a short break.
30. To consider planning applications to 20 May 2015. Pages 21 - 22
31. To confirm the payment of accounts to 20 May 2015. Pages 23 - 25
32. To receive the schedule of credit card payments. Page 26
33. To receive the schedule of direct debits. Page 27
34. To receive any written/verbal reports from the Council's Working Groups.
35. To receive any written reports from Sprowston County and District Councillors. Page 28
36. To receive any written reports from Members representing the Council on or at outside organisations. (proforma enclosed)



June Hunt
Town Clerk

15 May 2015

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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.