



NOTICE OF MEETING

AND SUMMONS TO ATTEND

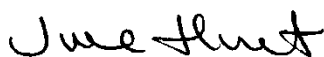
**The meeting of Sprowston Town Council
will be held in the Delves Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 2 September 2015 at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on 12 August 2015. Pages 1 - 7
4. To receive any Police Liaison Officer's report. Page 8
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 9
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To receive the external auditors report for 2014/15 Page 10
9. To consider the draft policies and strategic documents (previously circulated):
 - 9.1 Accessibility Policy
 - 9.2 Appraisal Policy
 - 9.3 Child Protection Policy
 - 9.4 Community Engagement Strategy
 - 9.5 Complaints Procedure
 - 9.6 Corporate Business Continuity Plan
 - 9.7 Corporate Governance Policy
 - 9.8 Customer Service Policy
 - 9.9 Equal Opportunities Policy
 - 9.10 Filming at Council Meetings
 - 9.11 Graffiti Policy
 - 9.12 Principles of Grant Aid
 - 9.13 Health and Safety Policy
 - 9.14 Health and Safety Policy Statement (prepared by Elcons)
 - 9.15 ICT Policy
 - 9.16 Information and Data Protection Policy
 - 9.17 Management of Outdoor Surfaces in Severe Weather Conditions
 - 9.18 Managing Money
 - 9.19 Media Relations Policy
 - 9.20 Information Publication Scheme
 - 9.21 Public Question Time Guidance

- 9.22 Quality Policy Statement
- 9.23 Retention of Documents Policy
- 9.24 Risk Management Strategy
- 9.25 Risk Register
- 9.26 Safeguarding Children and Vulnerable Persons Statement
- 9.27 Scheme of Delegation
- 9.28 Training 'Statement of Intent'
- 9.29 Tree Policy
- 9.30 Values and Behaviours Charter
- 10. To receive the report of the Town Clerk and make decisions on: Pages 11 - 18
 - 1.1 Sparhawk Park
 - 1.2 Cemetery Extension - Consecration of Burial Plots
 - 4.1 New Homes Bonus
 - 4.2 Norwich Fringe Project
- 11. Adjourn the meeting for a short break.
- 12. To consider planning applications to 2 September 2015. Page 19 - 20
- 13. To confirm the payment of accounts to 2 September 2015. Pages 21 - 22
- 14. To receive the schedule of credit card payments. Page 23
- 15. To receive the schedule of direct debits Page 24 - 25
- 16. To receive any written/verbal reports from the Council's Working Groups. Pages
- 17. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)



**June Hunt
Town Clerk**

28 August 2015

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.