



STRATEGIC AIMS AND OBJECTIVES

Mission Statement:

“Shaping the needs of the community for the future. To provide an accountable, valued and qualified service to the community to improve the quality of life of residents of Sprowston”

To be achieved by:

- **providing a democratic and representational voice for the community**
- **providing services directly, they are managed to a good quality standard, in an efficient, effective and responsible way, at an affordable cost**
- **providing services indirectly by others, STC endeavours to ensure that they are dealt with effectively, and in accordance with the wishes of the community**
- **supporting and encouraging the various organisations, clubs and providing amenities to residents whenever possible.**

Our key service objectives:

1. To help residents enjoy high-quality social, recreational, and cultural facilities, and to maintain or improve the standard of these facilities
2. To encourage and promote the economic and commercial viability of the town
3. To protect and improve the high-quality environment of the town and promote sustainable development to meet the demands of present and future generations
4. To preserve the ancient traditions and unique identity of Sprowston
5. To represent the views and wishes of the residents of Sprowston and to promote the interests of the town for the betterment of the local community
6. To help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race or religion, and which seeks to develop their well-being, knowledge, understanding and mutual co-operation

Sprowston Town Council’s Spatial Vision

By 2026 the community of Sprowston will be strong, cohesive, creative and forward-looking. The community will be safer, healthier, more prosperous, sustainable and inclusive. High quality homes will meet people’s needs and aspirations in attractive and sustainable places. People will have access to good

quality jobs, essential services and community facilities, with less need to use a car.

Corporate Structure Policy

The Council

The membership of the Council is 15, with meetings held three weekly and a quorum of 5. The Council has responsibility for dealing with matters of strategic importance to the town and for dealing with matters set by legislation within a statutory framework. Many of these statutory powers relate to the provision of facilities and services which benefit the residents in the “local council” area. Sprowston Town Council has adopted the Power of Competence.

The Council:

- is subject to statutory provisions as to what it may do and how it must operate
- must prepare annual accounts which are externally audited
- holds and uses data relating to individuals and are therefore subject to the Data Protection Act 1998
- is a public authority and therefore subject to particular legislation such as the Human Rights Act 1998 and the Freedom of Information Act 2000
- is subject to the Equality Act 2010
- is an employer and subject to employment law
- is an owner or occupier of premises and subject to related legal obligations
- is an incorporated body which can enter into contracts
- is able to enter into legal proceedings
- is made up of councillors whose conduct as representatives of the council and whose financial and other interests are subject to statutory rules.

Services provided

Parks, Open Spaces and Allotments
Community Buildings
Cemetery
Street Lighting
Bus Shelters
Grant Aid and Partnership Work

Capital Projects, Repairs and Renewals

The Council has a Capital Projects, Repairs and Renewals Fund to help spread the cost of major new capital works or major repairs and renewals. Two of the buildings owned by the Council are of historic merit, and because of their age and nature require work at periodic intervals. There is also a desire of the Council to improve the changing facilities at Sprowston Pavilion to increase capacity and encourage larger numbers of sports persons.

Council's Powers

- To elect a Chairman and Vice-Chairman
- To approve the annual precept demand
- To approve accounts for payment
- To approve committee membership
- To make appointments and nominations to outside bodies
- To approve the Review of Internal Audit procedures
- To approve the Annual Accounts in accordance with the Accounts and Audit (England) Regulations 2011
- To appoint internal and external auditors
- To approve recommendations on the annual review of Council's Standing Orders and Financial Regulations
- To deal with matters of a strategic nature
- To respond to consultative documents from Government and other bodies

Chairman's Powers

The Town Clerk may, in consultation with the Chairman, on the Council's behalf deal with, decide or take action on such matters as will not delay the business of the Council, subject to a report indicating such action being submitted to the next meeting of the Council.

Delegation to the Town Clerk

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

- To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Clerk and to implement decisions thereof.
- To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year. Including arrangements to pay the salaries and wages of employees of the Council.
- The general management of the Council's services in accordance with the policies determined from time to time by the Council, including dealing with correspondence and handling complaints and requests for information.
- The management and letting of the Council's facilities.
- The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishment providing the estimated cost has been included in the current revenue budget.
- The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
- The delegation of staff to attend courses, seminars etc. relevant to their position with the Council.
- The exercise of virement within a Council's budget, according to need.

- Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Chairman and report back to the next Council meeting.