



Annual Report 2018/19



Sedgefield Town Council



Welcome to Sedgefield Town Council's Annual Report 2018/19

The purpose of this report is to explain how the Town Council has operated during 2018/19, the work it has undertaken during this time and to provide you with an understanding of the Council's envisaged work in the coming financial year.

The publication of this Annual Report will coincide with the Council's Annual Town Meeting which will be held on Tuesday 7th May 2019 at 7pm in the Parish Hall. This meeting will be an opportunity for the Council to not only present this report but also to answer any questions from the public. The Council's annual accounts will also be available. This report and the accounts can be viewed on the Council's website or at the Council Offices.

For those who are reading this report separately from attending the Annual Town Meeting there is still the opportunity for you to raise any questions or concerns with the Council through the 'Public Participation' items on all Council Monthly and Committee meetings throughout the year. Agendas for the monthly meetings are displayed on the Town Council notice board in front of the library along with the dates to all other meetings. Agendas can be requested from the Council Offices or viewed at our website www.sedgefieldtowncouncil.gov.uk. Alternatively any issue or question can be submitted via the Town Clerk whose contact details appear later in this Report.

Sedgefield Town Council

Sedgefield Town Council serves the Parish of Sedgefield which includes the town itself and Thorpe Larches, Foxton and Embleton. The Council comprises of 15 elected Councillors. Each year in May at its Annual General Meeting the Council elects a Chair of the Council and a Mayor. In May 2018 Cllr Mel Carr was elected as Chair of the Council and Cllr Mavis Wayman as the Mayor.

The Council conducts its business through a Committee system as follows:

Committee:	Meetings Held:
Monthly Meeting	2 nd Monday of every month
Policy & Resources	After each Monthly Meeting
Community Development & Engagement	3 rd Monday of every month
Environment	3 rd Monday of every month
Personnel	As required
Sedgefield Extra	As required
Community Chest	As required

(Please note: in some instances dates are changed because of Bank Holidays. No Committee meetings are held in August. An annual meetings calendar is displayed in the Council Offices, Town noticeboard and on the Council's website).

Details of the work of each of these Committees is contained later in this Report.

In addition to the Committees are a series of Working Groups which undertake research and investigation to propose recommendations for consideration by all Councillors at the relevant Committee. During 2018/19 the Council had Working Groups covering Estates, Finance, Policy & Records Management, Fireworks, Youth and Butterwick Road Cemetery.

How To Contact Sedgfield Town Council

The Town Council operates from the Town Council Offices on Front Street, Sedgfield and is open to the public:

Monday	9am – 12 noon
Tuesday	9am – 12 noon
Wednesday	9am – 1pm
Thursday	9am – 12 noon
Friday	9am – 12 noon

Enquiries can also be made via the following:

Post: Town Council Offices, Front Street, Sedgfield TS21 3AT
Telephone: 01740 621273 (24 hour answerphone service available)
Email: town.clerk@sedgfieldtowncouncil.gov.uk

We aim to respond within 5 working days to all such enquiries.

The Town Council also operates a residents email database through which we cascade information including planning updates, road and footpath closures, neighbourhood watch information etc. If you would like to register with this database please contact jane@sedgfieldtowncouncil.gov.uk



Sedgefield Town Councillors

During 2018/19 the following Councillors held office:

<p>Cllr Allan Blakemore</p> <p>32 Beacon Avenue, Sedgefield 01740 621820</p>	<p>Cllr David Brown</p> <p>Town Farm House, 3 West End, Sedgefield 01740 622894</p>	<p>Cllr Mark Cant</p> <p>Mordon Moor Farm, Sedgefield 07818 243774</p>
<p>Cllr Vanessa Carmichael</p> <p>47 Cunningham Court, Sedgefield 07889 219195</p>	<p>Cllr Ann Carr</p> <p>3 The Square, Sedgefield 01740 629070</p>	<p>Cllr Mel Carr</p> <p>3 The Square, Sedgefield 01740 629070</p>
<p>Cllr Alda Hummelinck</p> <p>37 Station Road Sedgefield 01740 238331</p>	<p>Cllr Chris Lines</p> <p>41 White House Drive, Sedgefield 01740 623090</p>	<p>Cllr Leo McCormack</p> <p>30 St Luke's Crescent Sedgefield 01740 621037</p>
<p>Cllr Julie Towler</p> <p>6 Mitford Court Sedgefield 07979 376997</p>	<p>Cllr Alf Walton</p> <p>New Dawn, Low Hard- wick Farm, Sedgefield 01740 620640</p>	<p>Cllr Fiona Warrand</p> <p>14 Hawthorn Road Sedgefield 07452 939238</p>
<p>Cllr Mavis Wayman</p> <p>32 White House Drive Sedgefield 01740 620337</p>	<p>Cllr Gloria Wills</p> <p>Hare Hills Lodge, Sedgefield 01740 622447</p>	<p>Cllr Stephen Winter</p> <p>3 Millner Court Sedgefield 01740 629408 (joined 24.10.18)</p>

Message from the Chairman of Sedgefield Town Council - Cllr. Mel Carr



I am pleased to report that I have had another interesting and enjoyable year as Chairman of Sedgefield Town Council working on the various issues with all the Councillors.

The Parish Hall has been decorated internally and externally, with some minor works carried out, being carried and more still to do. The Hall is a popular venue for many activities, however, it needs continuous maintenance to keep it in good condition.

Village greens are the responsibility of the Town Council and are an important area as they contribute to the overall character of the Town. They need to be carefully managed as does all the conservation area to ensure the unique atmosphere is not lost. We continue to question and challenge where appropriate any issues licensing or planning that could affect this. The area in North End outside the Hardwick Arms and the access road to the Square have been repaired and resurfaced as the surface was becoming worn and uneven due to the increased vehicle use.

Once again Sedgefield won Northumbria in Bloom Best Small Town award, achieved by a great deal of input by Sedgefield in Bloom volunteers working together with the Town Council's gardeners Stephen Young and Ben Gray. The tubs of flowers and beds of flowers on the greens have been exceptional this year.

Regarding Section 106 money (these are contributions that developers must make to reduce their impact on the community) we are continually requesting updates from Durham County Council as they are the holders of this. Money from the Eden Drive sites has to be allocated as follows (approximately depending on time scale and numbers completed):

- 1 The provision of an additional classroom at Sedgefield Community College £573,120
- 2 The provision and/or improvement of community facilities £230,000
- 3 The provision and /or improvement of sports facilities £275,000

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There is also money due from the Hardwick Grange site (old hospital) as well as the Turners garage site where work is due to begin, their large contributions also include Education and open space.

The plans for Butterwick Road Cemetery extension and improvements are still progressing and will be a major task this year. We are negotiating to purchase additional adjacent land to enable the scheme to move forward.

While anti-social behaviour has been under control with robust action from the police, it still remains a concern and we need to be alert to any recurrence.

The Town Council supported Youth Club is gaining new members, has its own committee and it continues to expand with new equipment that the members requested.

The Fireworks Display and Halloween Howler pumpkin competition were a success, as was the Snow party, with snowmen and Santa Claus being in great demand, the switching on of the tree lights being the highlight of the evening.

The Sedgefield Plan has made significant progress in last 12 months. We undertook pre-submission regulation 14 consultation with the adopted draft plan and then it was formally submitted to Durham County Council in September 2018. At the time of writing the County Council is about to complete the Regulation 16 consultation, after which the plan will undergo independent examination. Following that we hope that Durham County Council will be able to quickly proceed to a community referendum with the plan.

We welcome a new Councillor, Stephen Winter, who is a resident in a new development in Sedgefield and look forward to any new views he may have to bring to the meetings.

Finally, I would like to thank the councillors and all staff for their support during the year.

2018 / 2019 Mayor's Report

Cllr. Mavis Wayman



It seems no time at all since I was given the honour of becoming Mayor of Sedgfield. After the initial apprehension, I have to say that the past twelve months have been very interesting and enjoyable.

During the year I have had the opportunity to visit various groups, new and old, and have been encouraged by the enthusiasm of their members. It was a great pleasure to be in office at the inauguration of our new Clergy. It was a wonderful occasion with a visit from the Bishop of Durham and opportunity for us to warmly welcome Revd. Geoff Short OBE, Revd. Elizabeth Bland and their families.

It is always a delight to visit the schools and this year was no exception. For the Christmas Tree festival, every child in the nursery and key stage 1 classes of both our local primary schools were invited to make an angel which was placed on the Mayor's Christmas tree. A big thank you to the staff and children involved, the tree was amazing!

Part of the Mayor's role is to raise money for charity. My chosen charities were Prostate Cancer UK, Diabetes UK and of course local groups. A total of £6,162.00 was raised during the year. A huge thank you to everyone who has supported me in any way, its not always easy to ask for yet another donation but I have been overwhelmed by generosity of the people and businesses in Sedgfield.

Behind the position of Mayor is a hard working office team who make sure everything runs smoothly, so thank you ladies. A special thank you also goes to Councillor Ann Carr who has been my consort and Councillor Mel Carr who has chauffeured me on occasion.

Hosting charity functions allowed me to showcase our beautiful town (although I still refer to it as a village) and I have constantly been complimented on our beautiful village green, flower beds and tubs. The Parish Hall is the envy of the many of the visiting dignitaries, as are the nice shops, cafes, restaurants and smart pubs. We are so lucky to these facilities on our doorstep so to all the people responsible and who take pride in their work, a big thank you.

I have promised to catch up with all of my neglected friends after May, but I plan to take a holiday before that!

To finish, being an ambassador of Sedgefield has been a great honour, thank you fellow Councillors for this unforgettable privilege.

As I get ready to hand over my chain of office to the new Mayor of Sedgefield, I wanted to share with you a few words which have been shared with me by a Mayor from elsewhere and I thought them very apt!

*Can things ever be quite the same?
When I know that 'Mayor' is not my name
When I enter a room and no-one stands
I give forth my views and there's no clapping of hands
When I am no longer dressed up in fine clothes and a chain
With no more Afternoon Teas and people to entertain
When I attend functions, those that I'm able
And find my place is not the top table
Shall I find I'm bewildered, lost or perplexed?
When the day arrives I'm only an 'ex'
Well I have met many 'ex's, quite rational and sane
So I feel there must be life after the chain*

(author unknown)



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Chair of Committee Reports:

Policy & Resources (P&R) Committee - Cllr Gloria Wills (Chair)

The Policy and Resources Committee is an extremely important committee in terms of the decision making process. It is usually held on the same night as the Monthly Meeting and all councillors are automatically members of this committee. Minutes of meetings are available on the Sedgefield Town Council website alongside those of all of our other committees.

Once again this Committee has made significant progress in providing a sound financial and governance structure to this Council in line with a policy of openness and transparency in its decision making processes. This is an underlying theme which this Council has always endeavoured to achieve on behalf of its residents, particularly in the allocation of public funds.

The P&R Committee is responsible for ensuring the Council meets its fiduciary duties in terms of the spending. It is also responsible for ensuring that policies and procedures are in place to fulfil our legal obligations in this regard, including all governance policies and procedures.

Each year we must ensure compliance with our Audit and Accountability role, and this year is no exception. We employ an independent internal auditor to fulfil this role. This will be our second year with our newly appointed external auditors Mazars. Our Town Clerk and Financial Assistant have received extensive training in the financial package provided by EDGE. This package is designed for local government use.

We have reviewed our Standing Orders and Financial Regulations, our Delegation Scheme, our Corporate Risk Assessment and our Debt Management Policy and we are making good progress in the adoption of a suite of Human Resource policies to add to our portfolio.

The Policy and Records Management Working Group continue to monitor all of our Policies and Procedures and make recommendations to this committee for their adoption.

This year we have been working hard to ensure that our budget is balanced and we have also invested £50,000 in an investment fund to achieve best value for public funds, and to set aside capital as earmarked reserves for investment in the Cemetery extension, and in the Council Offices when prudent to do so.

General Data Protection Regulations, (GDPR) came into force on May 25th 2018 and we continue to make good progress in it's implementation.

The Finance Working Group have met throughout the year to consider spending against budget and any proposals coming forward which require funding, making recommendations to this Committee. The day to day delegation to our Responsible Financial Officer is set out in our Delegation Scheme.

This working group is open to all councillors and provides an opportunity to discuss in detail any proposals which will have a financial impact on the Council. Where possible spending is planned for, when the budget is set the previous year, together with an assessment of risk using a traffic light system of coding i.e High, Medium and Low Risk, shown as Red, Amber and Green.

Policy & Resources (P&R) Committee (continued)

In line with our code of Openness and Transparency, no decisions are taken by these working groups, only recommendations, which are taken to the Monthly Meeting of the Council or Policy & Resources Committee, for additional debate and approval, i.e Resolution.

Once again during this year our focus has been to build on a sound financial 'business' model which has benefitted from a regular agreed programme of work with our Internal Auditor. This gives assurance that our procedures are robust and secure. This not only benefits the Council and the general public, but also provides assurance to our staff when they are handling money.

This year, once again, our procedures have been tested and found to have Full or Substantial Assurance by our Internal Auditor. This is a huge achievement for a small council such as ours and our staff should be very proud of the contribution they make on a daily basis giving the Council and the general public added assurance that proper controls are in place.

All Town Council members receive comprehensive minutes to ensure they are informed of all debate and discussion which takes place within the working groups, and this enables all Councillors to make an informed decision when presented with a proposal.

The introduction of working groups has given an opportunity to all Councillors who have special areas of interest to get involved in issues upon which they feel they can add value and expertise.

This year we increased the precept by 5.49%. This was as a result of funding necessary to support the extension of the Cemetery which is nearing capacity, and also proposals to upgrade the Council Offices. We are also aware of the reduction and loss of revenue from the Local Council Support Grant in the foreseeable future, as well as the pressures of public sector wage increases over the last two years.

This year we have managed to work within our budget whilst making huge investment in our public assets. Some of the additional investments are highlighted in the other Committee Reports, for example, the purchase of a new tractor, the re-surfacing of areas of village green and the painting of the Parish Hall both internally and externally, as well as a new hearing loop in the Parish Hall and upgrades to lighting, and the sound system, making it easier and simpler for the public to access.

We have already seen increased usage of the Fletcher Room since its refurbishment, and feel that this investment has had huge benefits already for the community, in particular its use as a Youth Club.

This year we are committed to financing the extension to the Cemetery, to ensure we can provide for future needs. This will be a major piece of work. The Asset Management Plan and Medium Term Financial Plan will inform our future spending.

I would like to thank our Auditor Mr Gordon Fletcher for his work to date and to our RFO and Town Clerk, Dr Jane Ayre and our Financial Assistant Julia Rowsby for their commitment to this very important aspect of our work.

The progress we have made would not have been possible without the support and commitment of my fellow Councillors, and I would like to thank them personally for their contributions.

Community Development & Engagement Committee –

Cllr Allan Blakemore (Chair)

Once again we have had a very successful year with our regular events which included the Fireworks, Halloween Howler and the Snow Party followed by switching on the Christmas lights. These events are now well established but we do try to make improvements year on year. These activities are run and organised by the Town Council but we do rely on residents for help to organise and perform tasks. I would like to say thank you, on behalf of the Town Council, for all the help and enthusiasm shown by everyone involved.

During the course of the year we have been considering how public participation can be developed and how we can create greater transparency of council undertakings for residents. Increasing the number of meetings has not proved particularly successful, so we are developing two other ways in which residents can talk to members.

Firstly to increase the profile of public participation in Council meetings as well as Councillor attendance at a number of partnership meetings. Sedgefield Town Council hold four meetings every month: Monthly and Policy & Resources the second Monday, followed by Community Development & Engagement and Environment on the third Monday. There is an opportunity for public participation in each of these.

Secondly members attendance at group meetings such as Pub Watch, Neighbourhood Watch, Parish Hall User Forum and others. We have also changed the format of the Annual Town Meeting to enable residents to meet with members before the agenda items. Hopefully this will give anyone, who wishes to talk to a Councillor, a greater opportunity to do so.

Over the next few years the town will increase in size, but it is important that we maintain our strong community spirit.

Environment Committee -

Cllr Alf Walton (Chair)

It has once again been an enjoyable but challenging year as Chair of the Environment Committee and Allotment Champion.

There is seemingly never ending work to be done throughout the town on trees be it trimming, crown lifting or removal of potentially dangerous dead branches. This work creates large amounts of waste, some of which can be chipped and used for mulch and the rest disposed of.

Sedgefield Town Council needs to be mindful of requests to plant new trees in the town, especially trees planted without thought of their future size and maintenance.

The allotments on Butterwick Rd are in prime condition and with the double delivery gates renewed and hedges trimmed, the site is rounded off nicely. Winterton Allotments are improving, and with the erection of a new boundary fence, the whole area now looks a lot tidier.

I would like to thank the council's Projects & Media Co-ordinator Natalie Chowns-Smith for her assistance with the administration and inspections of the allotments throughout the year.

Personnel Committee - Cllr Gloria Wills (Chair)

The Personnel Committee has, once again been extremely busy and proactive and has become an essential part of our governance structure since it was set up in 2014.

This year our attention has been on reviewing our staffing structure, looking carefully at our succession planning, and a complete overhaul of our Human Resource Policies which in turn form part of our Staff Handbook. To ensure we have the most up to date policies we have agreed to purchase a suite of policies from Durham County Council, which will be tailored to our needs.

We are also fully aware of the complexity of personnel policy and as a small council we cannot maintain a level of expertise within our staff which is required in today's society, therefore we have also agreed to a Service Level Agreement with Durham County Council, to use the expertise of their Human Resource Advisors, to ensure we have the most correct and up to date advice possible when considering personnel matters if and when they arise.

Again, being a small organisation it is important to consider succession planning. Two years ago we employed a new gardener, and this has proved to be a very good appointment. We also looked at the changing world of social media and communications, particularly with regard to access by the general public, and with this in mind we appointed to the role of Projects and Media Co-ordinator which has also proven an invaluable appointment.

We have consolidated and reviewed workloads and job descriptions to ensure that our staff are being used most effectively and efficiently whilst giving them opportunities for training and development. This is extremely important to us.

We also need to acknowledge the total commitment from all staff members, who have worked together to ensure that all of our community events, and commitments throughout the year are a success. In a small organisation the good will of the staff is essential in making these events happen. The new Staff Handbook is being developed by the Town Clerk for adoption by this Council.

I would like to express my personal thanks to our Town Clerk Dr Jane Ayre, and to all of our staff members and to members of this Committee for their support and commitment throughout the year.

Community Chest Committee - Cllr Vanessa Carmichael (Chair)

Sedgefield benefits from an extremely proactive and invaluable community and voluntary sector, many of whom rely on grants and fundraising opportunities to function. With this in mind the Council introduced the Community Chest Fund. The Fund is supported by a ring fenced amount of £500 each financial year, which allows local groups and organisations to access small donations. Any unspent funding is carried over to the next financial year. This year the awards limit was increased to a maximum of £100 in any one grant, however most grants are around £50.

Organisations can apply by letter to the contact below, setting out why the funding is required and what it will be spent on, together with an explanation of how it will benefit the residents in Sedgefield.

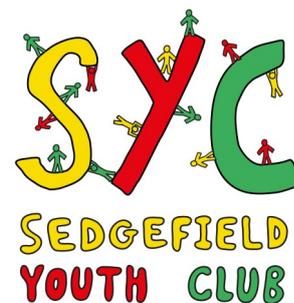
The remit of this Committee is to award grants to good causes, local groups and organisations. You do not need to have charity status to apply.

Organisations who bring some kind of benefit to Sedgefield and its community by hosting events; and individuals who by their actions bring a benefit to the community may also be considered.

This year we have awarded £200 in grants to the following organisations:- Great North Air Ambulance and 2nd Sedgefield Brownies.

If you feel your group or organisation would benefit from a small donation please do not hesitate to contact the Town Clerk, Dr Jane Ayre at the Council Office, Sedgefield, TS21 3AT to discuss the criteria before you apply

Sedgefield Youth Club Management Committee - Cllr Julie Towler (Chair)



Sedgefield Youth Club was created in 2017 in response to numerous requests from young people in Sedgefield. The youth club has its own management committee with members including Town Councillors, youth leaders and members of the youth club. The committee meets quarterly to discuss the running of the club.

The Town Council have entered into a Service Level Agreement with Spennymoor Youth and Community Association to get youth workers to deliver weekly sessions. In addition, the town council provides the facilities in the Parish Hall for the club's weekly sessions.

The youth club have undertaken a wide range of fundraising activities over the last year to generate money for activities which the young people want to undertake. Fundraising activities have included a coffee morning, selling cakes at Sedgefield Snow Party 2018 and a tuck shop every week.

Over the last year, County Councillors David Brown and John Robinson gave a generous donation of £750 each (£1500 total) which enabled the youth club to purchase a range of equipment from a wish list that the youth club management committee had drawn up, with input from the youth club members themselves.

Following the purchasing of this new equipment, it was decided by the management committee to hold a relaunch of the youth club in October 2018.

To celebrate the re-launch, we held a logo design competition which received a total of 95 amazing entries. The winning logo designed by Nieve Nuttall (Sedgefield Primary Y5) was brought to life by Neil Edmundson (Edmundson Design) who helped judge the entries with the Mayor, Councillor Mavis Wayman.

The re-launch has proven to be a success, with the average attendance per session almost tripling and since then, the youth club has held a number of special sessions including a Valentines disco, Camp-In, movie nights, a Halloween party and cooking sessions with food from around the world. The youth leaders also discuss any issues with the members and help with support when needed in a safe environment.

The youth club members now write a column in each edition of the Sedgefield Extra to advertise the club and share their experiences, so watch out for those!



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Sedgefield Extra Committee - Cllr Chris Lines (Chair)

Once again, we published four editions of Sedgefield Extra during the year, each of which was inserted into, and distributed with, Sedgefield News (copies were also made available in the town council offices and each issue was published on our website). The town council is

grateful to the volunteers from Sedgefield Development Trust who deliver the Extra on our behalf. Every issue of the Extra is coordinated by the Projects and Media Coordinator, working closely with the Sedgefield Extra Committee and other staff and members of the council.

As well as carrying standard content in each issue, we use the Extra to highlight issues that arise during the year and shine a spotlight on some of the town council's activities and initiatives. Because the publication is quarterly, it is not really a news platform, and we increasingly use other channels (e.g. the residents' database, Twitter, the town council website and noticeboards) to convey urgent information. However, the Extra does give us the opportunity to highlight some of the work that we do, that although very



important, isn't widely known about by residents.

Over the last year, we have explored ways in which we can evolve and enhance material that appears in the Extra. The current publishing schedule does limit the scope of what we can realistically promote in advance or report on, but we have introduced new elements in the last year, such as a column written by young people who attend Sedgefield Youth Club.

We will continue to develop the style and content of the Extra and consider alternative publishing schedule options, as much as time and resources allow. The town council is always happy to receive feedback about the publication – please send comments to natalie@sedgefieldtowncouncil.gov.uk.



Review of the Past Year : Dr Jane Ayre, Town Clerk

2018/19 has been yet another busy for the Sedgefield Town Council.

We have welcomed over 3600 visitors through the Town Council Office doors and answered over 1600 phone calls made just to our Council's reception line alone. We continue to take great pride in being able to help people with their concerns and very varied enquiries. In roughly 260 instances these enquiries related to matters handled by Durham County Council and we progressed these on behalf of individuals. There is no such thing as a typical day in the Town Council Offices! My thanks go to Julia Rowsby, Jane Young and Natalie Chowns-Smith for their sterling work.

During 2018/19 Sedgefield has once again looked stunning and received numerous awards and accolades. My thanks go to Ben Gray and Stephen Young for their continuing dedication and hard work. I would also like to express thanks to members of the Sedgefield In Bloom Group.

2018/19 has seen the Town Council deliver another very busy programme of community events. Our twice yearly coach trips have been sell-outs and we are always keen to hear suggestions for future destinations. Tub planting, as part of our entry into Northumbria In Bloom, took place in glorious weather and we really enjoyed the enthusiasm shown by young people from across the Town and enjoyed seeing their flowers bloom over the summer months. Another spectacular Fireworks Display was held in November 2018 in the grounds of Ceddesfeld Hall which was very well attended and enjoyed by all. Running alongside this event was the ever popular and growing Halloween Howler with amazing entries presenting our Mayor with the challenge of selecting a winning entry. A very poignant event in 2018/19 was the Town's Remembrance Sunday commemorations which marked 100 years since the end of World War One. Our Snow Party in December 2018 was very well attended with lots of children having greatly enjoyed their visit to see Santa, take part in the free activities in the Parish Hall and then see the Town's Christmas lights being switched on to mark the start of the festive season. I would like to express thanks to the Rotary Club of Sedgefield for the wonderful Christmas Tree they gifted to the Town. The Mayor of Sedgefield provided a diverse array of events with the Town Council directly supporting her Civic Service, Quiz, Carol Service and Charity Ball. I would like to thank all staff and Councillors for their involvement and enthusiasm in these events.

The Parish Hall continues to be an extremely popular venue in Sedgefield for a huge number of events. I would like to thank those Parish Hall users who have taken the time to become involved in our Parish Hall User Forum. Our refurbishment programme has continued during 2018/19 with the main hall and all upstairs areas having been redecorated. Authorisation has been given for the installation of a new hearing loop in the Main Hall and new staircase carpets with other works also being considered. I would like to thank Joyce Stephenson, Les Parrish and Adam Heath for their work in ensuring that the Hall is always ready and welcoming for users.

Sedgefield Town Council are fully supportive of the Town's pledge to become dementia friendly. I am delighted that all Town Council staff have now participated in training and each become a Dementia Friend. The clearly recognised dementia friendly forget-me-knot logos are clearly shown at both the Town Council Offices and Parish Hall to raise awareness. We are delighted to play our part in this very important initiative.

During 2018/19 we said farewell to Chris Dunn and Karl Baines and would like to thank them for their work as Parish Hall Security Officers. We would also like to thank Kate Wilson and Jan Wilson-Bridges for their weekend cleaning work at the Parish Hall.



To conclude, we have had a very busy year and 2019/20 will be even busier as the Town Council has a number of significant projects which it wants to undertake including the extension of Butterwick Road Cemetery and refurbishment of the Town Council Offices. I would like to thank all Town Councillors for their active participation over the last year. I would also like to say a very big thank you to all Town Council staff who work tirelessly for this Town.

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The P&R Committee met in January 2019 to consider the precept request for 2019/20. Through continued financial vigilance Sedgefield Town Council was able to keep its increase in precept to 5.49% on a Band D rating.

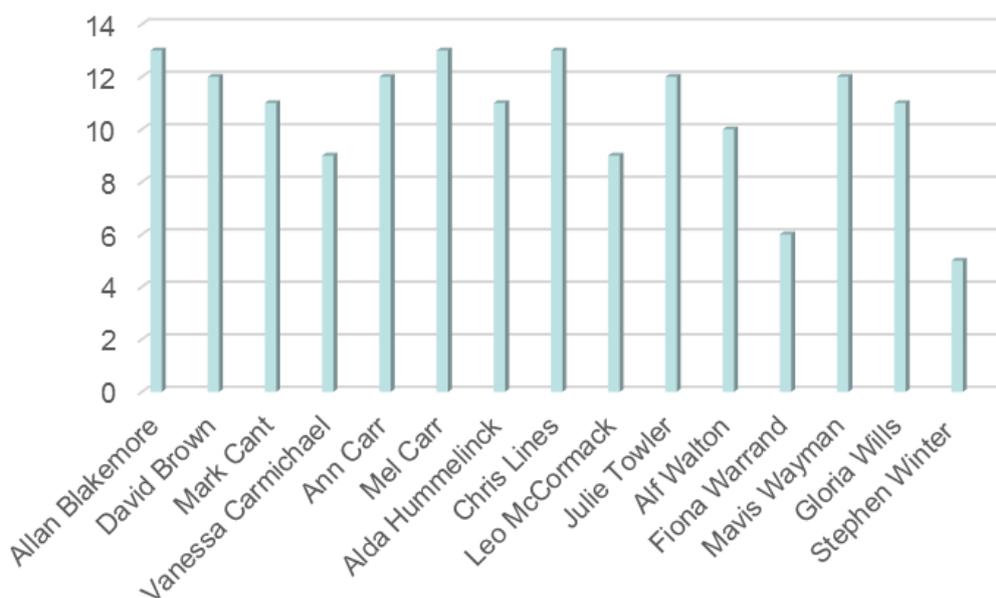
Copies of the Town Council's Accounts for 2018/19 are produced separately and are available to the public via the Town Council Offices and the website.

In accordance with legislation, it is a statutory requirement to publish allowances received by members of the Town Council. The agreed allowance per month for Members of Sedgefield Town Council is £25.75. This was claimed over the past civic year by:

Cllrs David Brown, Vanessa Carmichael, Ann Carr, Mel Carr, Julie Towler, Alf Walton, Fiona Warrand, Mavis Wayman, Gloria Wills

Councillor Attendance at Meetings

A request was made to publish the attendance record of Members of the Town Council in 2018/19. This request was agreed and below are the attendance figures for the Council's Monthly meetings, Annual General Meeting and Annual Town Meeting (Total 13) for 2018/19. These figures do not include attendance at Special meetings, Committee meetings, Working Group meetings or other meetings.



Note: Cllr Stephen Winter was co-opted as a Town Councillor in October 2018.

INCOME AND EXPENDITURE ACCOUNT

31/03/18		Unaudited 31/03/19
£		£
	<u>Income</u>	
745.76	Bank Interest	1,207.37
12,467.10	Mayor's Charity	13,460.75
3,060.00	Ceddesfeld Hall	3,070.00
251,676.50	Precept	266,777.09
24,499.00	Parish Hall Hire	30,084.75
555.18	Community Services	2,013.99
20.00	Open Spaces	60.00
5,869.40	Cemetery Lodge	5,329.03
7,952.00	Cemetery	8,297.00
3,432.99	Events	3,800.65
7,093.95	Environment	3,802.45
10,744.00	LCTRS DCC Grant	11,172.00
-901.28	Write off VAT refund overstated pre 2015/16	0.00
793.50	Income Misc	2,054.51
328,008.10	TOTAL INCOME	351,129.59
	<u>Expenditure</u>	
10,324.45	Council Offices	8,494.02
2,379.23	Capital Expenditure	0.00
15,606.87	Community Development	15,166.15
22,169.26	Environment	58,083.49
31,248.60	General Administration	31,007.28
600.00	Grants	951.24
8,628.02	Loan Repts	8,628.02
1,656.25	Mayor's Charity	17,098.63
39,518.44	REFURB Parish Hall	7,045.00
16,732.78	Parish Hall	14,451.39
187,328.20	Personnel	179,886.83
45.00	Civic Hospitality	77.00
170.00	Cemetery Lodge	3,168.96
11,021.31	Cemetery	9,205.72
661.58	Sedgefield Plan	595.96
1,816.00	Community Chest	0.00
349,905.99	TOTAL EXPENDITURE	353,859.69
226,111.97	Balance as at 01/04/18	247,352.67
328,008.10	Add Total Income	351,129.59
554,120.07		598,482.26
349,905.99	Deduct Total Expenditure	353,859.69
0.00	Stock Adjustment	0.00
43,138.59	Transfer to/from reserves	-114,217.15
247,352.67	Balance as at 31/03/19	130,405.42

CONSOLIDATED BALANCE SHEET

31/03/18		Unaudited 31/03/19
£		£
	<u>Long Term Assets</u>	
0.00		0.00
0.00	TOTAL LONG TERM ASSETS	0.00
	<u>Current Assets</u>	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
4,310.76	VAT Recoverable	13,765.86
2,735.26	Debtors	2,127.74
4,299.96	Payment in Advance	56.62
327,679.02	Cash in Hand at Bank	322,717.02
339,025.00	TOTAL CURRENT ASSETS	338,667.24
339,025.00	TOTAL ASSETS	338,667.24
	<u>Current Liabilities</u>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
5,179.46	Creditors	7,675.80
124.00	Receipts in Advance	0.00
5,303.46	TOTAL CURRENT LIABILITIES	7,675.80
333,721.54	TOTAL ASSETS LESS CURRENT LIABILITIES	330,991.44
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
333,721.54	NET ASSETS	330,911.44
	Represented by	
247,352.67	General Fund	130,991.44
10,481.56	Parish Hall Refurbishment	10,481.56
40,000.00	T Hill – Sedgefield Harriers	40,000.00
22,500.00	T Hill – Sedgefield Bowls Club	22,500.00
7,563.39	Mayor’s Charity	6,606.54
4,826.00	Sedgefield In Bloom	0.00
997.92	Sedgefield 700+	997.92
0.00	Butterwick Cemetery Expansion	120,000.00
333,721.54		330,991.44

Contact Details

SEDFIELD TOWN COUNCIL OFFICES

Front Street, Sedgfield TS21 3AT

01740 621273

Dr Jane Ayre	Town Clerk	<u>town.clerk@sedgefieldtowncouncil.gov.uk</u>
Mrs Julia Rowsby	Financial Assistant/ Receptionist	<u>julia@sedgefieldtowncouncil.gov.uk</u>
Mrs Jane Young	Mayor's Secretary/ Admin Assistant	<u>jane@sedgefieldtowncouncil.gov.uk</u>
Ms Natalie Chowns-Smith	Projects & Media Co-ordinator	<u>natalie@sedgefieldtowncouncil.gov.uk</u>
Mr Stephen Young	Head Gardener & Cemetery Superintendent	Via Council Offices
Mr Ben Gray	Gardener	Via Council Offices
Mrs Joyce Stephenson	Parish Hall Caretaker & Cleaner	Via Council Offices
Mr Les Parrish	Parish Hall Security Officer	Via Council Offices
Mr Adam Heath	Parish Hall Security Officer	Via Council Offices