
**You are hereby summoned to attend the Monthly Meeting of the
Sedgefield Town Council which is to be held at 7pm on
Monday 8th March 2021 via Microsoft Teams**



AGENDA

A link will be issued to all Town Councillors via email to enable them to access this meeting. Members of the public wishing to attend the meeting should click on the link below **no earlier than 5 minutes before** the meeting is due to start:

[Click here to join the meeting](#)

1. **Apologies**
2. **Declaration of Interest**
3. **STC Minutes / Committee Reports:**
 - a. **Policy & Records Management Working Group Meeting:** 2nd February 2021
 - b. **Personnel Committee Meeting:** 3rd February 2021
 - c. **Community Chest Meeting:** 8th February 2021
 - d. **Monthly Meeting** 8th February 2021
 - e. **P&R Committee Meeting** 8th February 2021
 - f. **Estates Working Group Meeting:** 15th February 2021
 - g. **Personnel Committee Meeting** 22nd February 2021
 - h. **Butterwick Road Cemetery Working Group Meeting:** 24th February 2021
4. **Matters of Information**
5. **Dates of Meetings**
6. **Public Participation**
7. **Internal reports:**
 - 7.1. **Chairman's Report**
 - 7.2. **Mayor's Report**
 - 7.3. **Revised 2021/22 Town Council Meetings Report by Town Clerk**
8. **External Reports:**

None.
9. **Correspondence:**

None.
10. **Current Planning Applications:**

T. J. Ayre.

Dr Jane Ayre, Town Clerk, March 2, 2021



COMMITTEE: Policy & Resources
DATE: Monday 8th March 2021
TIME: Following Monthly Meeting
VENUE: Via Microsoft Teams



AGENDA

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
 - 5.1 Matters Of Information Update From Environment Committee and Community Development & Engagement Committee Report by Town Clerk**
 - 5.2 Reviewed Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group**
 - 5.3 Reviewed Code of Conduct Recommendation Report by Policy & Records Management Working Group**
 - 5.4 Reviewed Mayor's Handbook Recommendation Report by Policy & Records Management Working Group**
 - 5.5 Reviewed Publication Scheme Recommendation Report by Policy & Records Management Working Group**
 - 5.6 Reviewed Social Media Policy Recommendation Report by Policy & Records Management Working Group**
 - 5.7 Reviewed Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group**
 - 5.8 Reviewed Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group**
 - 5.9 Reviewed Butterwick Road Cemetery, Sedgefield – Rules and Regulations Recommendation Report by Policy & Records Management Working Group**
 - 5.10 Reviewed Butterwick and Winterton Allotments – Rules and Regulations Recommendation Report by Policy & Records Management Working Group**
 - 5.11 Industrial Action Personnel Committee Guidance Recommendation Report by Personnel Committee**

Note: Reports related to information exempt from the public are considered under agenda item 8.

6. Financial matters:

- 6.1 Invoices for payment by cheques for approval after 8th February 2021**
- 6.2 Financial Budget Comparison as at 22nd February 2021**
- 6.3 Debtors List as at 22nd February 2021 Report by Town Clerk**
- 6.4 Direct Debits and BACS List for 1st – 28th February 2021**
- 6.5 February 2021 Bank Reconciliations Plus January 2021 Public Sector Deposit Fund Reconciliation Report by Town Clerk**
- 6.6 Internal Audit Update Report by Town Clerk**
- 6.7 Year End 2020/21 Update Report by Town Clerk**

7. Correspondence:

- 7.1 Proposed Precept Increase (letter from Mr Steve White, Acting Durham Police, Crime and Victims' Commissioner dated 8th February 2021)**
- 7.2 A Rural/Market Town Group Spanning England. Arguing In The Rural Interest – Sedgefield Town Council (email from Mr David Inman, Rural Services Network dated 16th February 2021)**
- 7.3 Hardwick Arms Hotel – Archway Renovation (emails from Mr Andy Popple, Managing Director dated 22nd and 24th February 2021)**
- 7.4 The Impeccable Pig – Unauthorised Skip On Designated Village Green (email from Mr John Adamson dated 22nd February 2021)**

8. Consideration of Reports Exempt from the Public:

- 8.1 Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group**
- 8.2 Projects & Media Co-ordinator Maternity Cover Update Report by Personnel Committee**
- 8.3 Town Council Insurance Renewal Recommendation by Finance Working Group**

T. J. Ayre.

Dr Jane Ayre, Town Clerk
March 2, 2021