

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **ANNUAL GENERAL
MEETING** of the **Council** held at **7 p.m.** in the
Parish Hall, Sedgefield, on
Monday 17th May 2021



Present **Cllr. Mel Carr (Chairman)**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, John Finlayson, Allan Nicholson, Jimmy Seymour, Julie Towler, Alf Walton, Mavis Wayman and Stephen Winter

Officer Dr. Jane Ayre (Town Clerk)

1. Election of Chairman of Sedgefield Town Council:

The current Chairman, Cllr. Mel Carr welcomed everyone to the meeting. The Clerk then proceeded to invite nominations for the post of Chairman.

Cllr Mel Carr was proposed and seconded by Cllrs Allan Blakemore and Julie Towler.

RESOLVED:

Cllr Mel Carr was unanimously elected Chairman of the Town Council for the Civic Year 2021/2022 and took over the Chairmanship for the rest of the AGM from this point.

2. Declaration of Acceptance of Office of the Chairman:

RESOLVED:

The newly elected Chairman, Cllr Mel Carr, signed the Declaration of Acceptance of Office of Chairman which was also witnessed and signed by the Council's Town Clerk.

Cllr Mel Carr thanked fellow Cllrs and said he looked forward to the role of Chair of the Council in 2021/2022. Cllr Mel Carr thanked those Cllrs who were returning to the Council as well as those who had left and praised the achievements of the Council's last term of office which include refurbishment of the Parish Hall and Council Offices, financial stability, progression of the cemetery expansion and village green issues. Cllr Mel Carr welcomed those who had just joined the Council and said that he looked forward to everyone working collectively to achieve the best for Sedgefield in matters large and small. Cllr Mel Carr thanked all Town Council staff for their

sterling work and the vital role they play in the Council's achievements. Finally, Cllr Mel Carr welcomed both Durham County Cllrs to the Town Council's meetings so that they could find out the views of residents and looked forward to Town and County Cllrs working together.

3. Apologies:

Cllr Paul Heasman.

4. Election of Vice-Chairman of the Town Council:

Cllr Allan Blakemore was proposed and seconded by Cllrs Alf Walton and Stephen Winter.

RESOLVED:

Cllr Allan Blakemore was unanimously appointed Vice-Chairman of the Town Council.

5. Election of the Mayor of the Town Council:

Cllr Ann Carr was proposed and seconded by Cllrs Allan Blakemore and Julie Towler.

RESOLVED:

Cllr Ann Carr was unanimously appointed Mayor of Sedgefield for the Civic Year 2021/2022.

Cllr Ann Carr thanked fellow Cllrs for this honour.

6. To confirm the Chairman's Allowance as £1,000 for 2021 / 2022: (In pursuance of Section 15 (5) of the Local Government Act 1972)

RESOLVED:

- i) To confirm the Chairman's Allowance as £1,000 for 2021 / 2022.**
- ii) To transfer this allowance to the Mayor (as per previous financial years using the General Power of Competence).**

7. Procedures:

a) To adopt:

i) Standing Orders for 2021 / 2022:

The proposed Standing Orders for 2021 / 2022 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review. Cllr David Brown requested clarification on items 3p, 14d, 15b xiv and xv and 18f. The Clerk provided clarification upon each point. Cllr Brown thanked the Clerk for the clarification.

RESOLVED:

To adopt the 2021 / 2022 Standing Orders as circulated.

ii) Financial Regulations 2021 / 2022:

The proposed Financial Regulations for 2021 / 2022 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2021 / 2022 Financial Regulations as circulated.

iii) Delegation Scheme 2021 / 2022:

The proposed Delegation Scheme for 2021 / 2022 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review.

RESOLVED:

To adopt the 2021 / 2022 Delegation Scheme as circulated.

iv) Council Debt Policy 2021 / 2022:

The proposed Council Debt Policy for 2021 / 2022 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2021 / 2022 Council Debt Policy as circulated.

v) Gifts and Hospitality Policy 2021 / 2022:

The proposed Gifts and Hospitality Policy for 2021 / 2022 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2021 / 2022 Gifts and Hospitality Policy as circulated.

The Clerk reported that all adopted procedures and policies from 7a would now be published on the Town Council's website for public information.

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- b) **To affirm usage of the General Power of Competence for 2021 / 2022:** (*General Power of Competence (Prescribed Conditions) Order 2012*)

The Clerk reminded Cllrs of the General Power of Competence and confirmed the Town Council met the criteria for such a power.

RESOLVED:

To affirm the Town Council's use of the General Power of Competence for the Council's current term of office.

8. Committees:

RESOLVED:

The following Chairs, Vice-Chairs and membership were agreed:-

a) **Policy & Resources (P&R)**

Chair:

Cllr Allan Blakemore was proposed and seconded by Cllrs Mark Cant and Mavis Wayman. This was agreed unanimously.

Chair of P&R: Cllr Allan Blakemore

Vice Chair:

Cllr Mark Cant was proposed and seconded by Cllrs Mel Carr and Ann Carr. This was agreed unanimously.

Vice Chair of P&R: Cllr Mark Cant

Membership of P&R:

Cllrs. David Brown, Ann Carr, Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Allan Nicholson, Jimmy Seymour, Julie Towler, Alf Walton, Mavis Wayman and Stephen Winter

b) **Environment**

Chair:

Cllr Alf Walton was proposed and seconded by Cllrs Allan Blakemore and Ann Carr. This was agreed unanimously.

Chair of Environment: Cllr Alf Walton

Vice Chair of Environment:

Cllr Stephen Winter was proposed and seconded by Cllrs Alf Walton and Ann Carr. This was agreed unanimously.

Vice Chair of Environment: Cllr Stephen Winter

Membership of Environment:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Allan Nicholson, Jimmy Seymour, Julie Towler and Mavis Wayman.

c) **Community Development and Engagement:**

Chair of Community Development & Engagement:

Ann Carr was proposed and seconded by Cllrs Allan Blakemore and Julie Towler. This was agreed unanimously.

Chair of Community Development and Engagement: Cllr Ann Carr

Vice Chair of Community Development & Engagement:

Cllr Mavis Wayman was proposed and seconded by Cllrs Ann Carr and Mel Carr. This was agreed unanimously.

Vice Chair of Community Development and Engagement: Cllr Mavis Wayman

Membership of Community Development & Engagement:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Allan Nicholson, Jimmy Seymour, Julie Towler, Alf Walton and Stephen Winter

d) **Sedgefield Extra:**

Chair of Sedgefield Extra:

Cllr John Finlayson was proposed and seconded by Cllrs Mel Carr and Allan Blakemore. This was agreed unanimously.

Chair of Sedgefield Extra: Cllr John Finlayson

Vice Chair of Sedgefield Extra:

Cllr Julie Towler was proposed and seconded by Cllrs Mel Carr and Mavis Wayman. This was agreed unanimously.

Vice Chair of Sedgefield Extra: Cllr Julie Towler

Membership of Sedgefield Extra:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Catherine Hart, Paul Heasman, Allan Nicholson, Jimmy Seymour, Alf Walton, Mavis Wayman and Stephen Winter

e) **Community Chest:**

Chair of Community Chest:

Cllr Julie Towler was proposed and seconded by Cllrs Mel Carr and Allan Blakemore. This was agreed unanimously.

Chair of Community Chest: Cllr Julie Towler

Vice Chair of Community Chest:

Cllr Mavis Wayman was proposed and seconded by Cllrs Alf Walton and Stephen Winter. This was agreed unanimously.

Vice Chair of Community Chest: Cllr Mavis Wayman

Members:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Allan Nicholson, Jimmy Seymour, Alf Walton and Stephen Winter

f) **Personnel:**

The Clerk explained that as per the Standing Orders the Chair and Vice-Chair of the Personnel should be the same as the P & R Committee.

Chair of Personnel: Cllr Allan Blakemore

Vice Chair of Personnel: Cllr Mark Cant

Members:

Cllrs Ann Carr, Julie Towler, Alf Walton and Mavis Wayman.

9. Representatives to External Groups and Organizations:

RESOLVED:

To appoint representatives as over.

10. To confirm the current Working Groups:

The Clerk reminded Cllrs that Working Groups are open to all Cllrs.

RESOLVED

- i) To confirm the current Members of the Working Groups as over.**
- ii) Each Working Group, at its next meeting, to review its terms of reference and agree its priorities/workload for the remainder of the financial year with an update report being presented to the relevant Council Committee thereafter.**

11. To approve the dates and times of the meetings for the forthcoming year:

RESOLVED:

To re-affirm the dates of the meetings for the forthcoming civic year as circulated previously in early 2021 (and which are already on display for public information).

12. To nominate Honorary Freemen:

There were no nominations for Honorary Freeman.

The Chair thanked everyone for attending and closed the meeting at 7.30p.m.

External Body	Representatives for 2021/22
SCA Executive	Cllr. Allan Blakemore
Sedgefield Twinning Assoc.	Cllrs. Stephen Winter and Mavis Wayman
Crime Prevention / N. Watch	Cllrs Allan Blakemore, Allan Nicholson and Stephen Winter
EDRC Local Council Committee AAP	Cllr. Mel Carr + the Clerk
CDALC AGM (Co Durham Assoc of Local Councils)	Cllr Allan Blakemore (Cllr John Finlayson as reserve) + the Clerk
Citizens Advice Bureau	Invitation to be issued to all Cllrs if any received during 2021/22
Pubs Partnership	Cllrs. David Brown and Stephen Winter (Cllr Allan Blakemore as reserve)
NETPark	Cllr John Finlayson
Sedgefield Charities	<p>“The Sedgefield District Relief In Need Charity” and “The Howle Hope Estate” Board – Cllrs Allan Blakemore and David Brown</p> <p>“The Educational Foundation Board” – Cllrs Ann Carr and Mavis Wayman</p> <p>(Note: Terms of office for all Town Council nominated Trustees last for four year term with each expiring in May 2025)</p>
Sedgefield Development Trust	Cllr Mel Carr
Sedgefield in Bloom	Open to all Cllrs with Cllr Allan Nicholson holding the role of Bloom Champion liaising between the Bloom Group and Town Council.
Sedgefield 700+	Open to all Cllrs
Staff Complaints	6 (to comprise of all members of Personnel Committee) Cllrs. Allan Blakemore, Mark Cant, Ann Carr, Julie Towler, Alf Walton and Mavis Wayman.
Staff Appeals	Cllrs Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Allan Nicholson, Jimmy Seymour and Stephen Winter.
Larger Local Councils	Cllrs. Allan Blakemore, John Finlayson + the Clerk.

Current Council Working Groups:

	Committee	Members
Butterwick Road Cemetery	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Allan Nicholson, Julie Towler and Alf Walton
Estates	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, John Finlayson, Allan Nicholson, Julie Towler, Alf Walton and Mavis Wayman
Policy & Records Management	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Alf Walton and Mavis Wayman
Finance	P&R	Cllrs. Allan Blakemore, David Brown, Mel Carr, John Finlayson and Alf Walton
Fireworks	CD&E	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Alf Walton and Mavis Wayman

APPROVED