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**You are hereby summoned to attend the Monthly Meeting of the  
Sedgefield Town Council which is to be held at 7pm on  
Monday 13<sup>th</sup> September 2021 in Sedgefield Parish Hall.**

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports:**
  - a. Minutes of Monthly Meeting** 12<sup>th</sup> July 2021
  - b. Minutes of P&R Committee** 12<sup>th</sup> July 2021
  - c. Minutes of Personnel Committee** 19<sup>th</sup> July 2021
  - d. Minutes of Community Chest** 19<sup>th</sup> July 2021
  - e. Minutes of Estates Working Group** 26<sup>th</sup> July 2021
  - f. Notes of Policy & Records Management Working Group** 26<sup>th</sup> July 2021
  - g. Minutes of Fireworks Working Group** 27<sup>th</sup> July 2021
  - h. Minutes of Finance Working Group** 29<sup>th</sup> July 2021
  - i. Minutes of Estates Working Group** 9<sup>th</sup> August 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**
- 8. External Reports:**
  - 8.1. Report From Durham County Councilor Chris Lines, Sedgefield Division**
- 9. Correspondence:**

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

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, September 6, 2021



**COMMITTEE:** Policy & Resources  
**DATE:** Monday 13<sup>th</sup> September 2021  
**TIME:** Following Monthly Meeting  
**VENUE:** Sedgefield Parish Hall



## **AGENDA**

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1 Draft Code of Conduct Recommendation Report by Policy & Records Management Working Group
  - 5.2 Reviewed Information and Data Protection Policy Recommendation Report by Policy & Records Management Working Group
  - 5.3 Reviewed Retention and Disposal Policy Report Recommendation by Policy & Records Management Working Group
  - 5.4 Draft Village Green Policy Recommendation Report by Estates Working Group
  - 5.5 Cemetery Lodge Update Report by Estates Working Group
  - 5.6 Six Monthly Lift Inspection Update Report by Town Clerk

**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 9<sup>th</sup> August 2021
  - 6.2 Invoices for payment by BACS approval after 9<sup>th</sup> August 2021
  - 6.3 Financial Budget Comparison as at 2<sup>nd</sup> September 2021
  - 6.4 Debtors List as at 2<sup>nd</sup> September 2021
  - 6.5 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> July 2021 and 1<sup>st</sup> – 31<sup>st</sup> August 2021
  - 6.6 June 2021, July 2021 and August 2021 Bank Reconciliations plus June 2021 and July 2021 Public Sector Deposit Fund Reconciliations and June 2021 Imprest Account Report by Town Clerk
  - 6.7 Exercise of Public Rights – Year End Accounts 2020/21 Report by Town Clerk
  - 6.8 Conclusion of 2020/21 Year End Accounts Report by Town Clerk

- 6.9 Section 106 Funding Update Report by Estates Working Group
- 6.10 Setting Strategic Priorities 2021/22 to 2024/25 Recommendation Report by Town Clerk
- 6.11 2021/22 Internal Audit Work Report by Town Clerk
- 7. Correspondence:
  - 7.1 Rent Review for Ceddesfeld Hall (letter from Dr Wendy Gill, Chairman of SCA Trustees dated 22<sup>nd</sup> July 2021)
- 8. Consideration of Reports Exempt from the Public:
  - 8.1. Eden Drive Play Area Recommendation Report by Estates Working Group
  - 8.2. Festive Lighting Recommendation Report by Estates Working Group
  - 8.3 Village Greens Update Report by Town Clerk
  - 8.4 Refurbishment of Cemetery Compound Report by Cllr Alf Walton and Town Clerk

*T. J. Ayre.*

**Dr Jane Ayre, Town Clerk**  
**September 6, 2021**



**COMMITTEE:** Community Development & Engagement  
Committee

**DATE:** Monday 20<sup>th</sup> September 2021

**TIME:** 7pm

**VENUE:** Sedgefield Parish Hall



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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1. Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group
  - 5.2. Community Event/Platinum Jubilee Celebrations Report by Cllr Allan Blakemore and Town Clerk
  - 5.3. Festive Celebration Event Update Report by Town Clerk
  - 5.4. Town Council Winter Coach Trip Report by Town Clerk
  - 5.5. Sedgefield Youth Club Update Report by Cllr Julie Towler
6. Correspondence:
  - 6.1 Guide Bench (email from Mrs Julie Towler dated 1<sup>st</sup> September 2021)

*T. J. Ayre.*

**Dr Jane Ayre**  
**Town Clerk**  
**September 6, 2021**



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**COMMITTEE:** Environment Committee  
**DATE:** Monday 20<sup>th</sup> September 2021  
**TIME:** Following Community Development & Engagement Committee  
**VENUE:** Sedgefield Parish Hall



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## AGENDA

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1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:  
None.
6. Correspondence:
  - 6.1 Composting (email from Mr Howard Smith, Sedgefield In Bloom dated 10<sup>th</sup> August 2021)
  - 6.2 The Impeccable Pig, Sedgefield – Proposals (email and attachment from Mr Danny Morgan, DCC dated 11<sup>th</sup> August 2021)
  - 6.3 Sedgefield In Bloom (minutes of meeting held 18<sup>th</sup> August 2021)

*T. J. Ayre.*

**Dr Jane Ayre, Town Clerk**  
**September 6, 2021**

