

---

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **ANNUAL GENERAL MEETING** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 9<sup>th</sup> May 2016.**



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

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters, Gloria Wills

**Officer**                    Dr. Jane Ayre (Town Clerk)

## **1. Appointment of Chairman of Sedgefield Town Council**

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

Cllr Mel Carr was proposed and seconded by Cllrs Alf Walton and Vanessa Carmichael.

### **RESOLVED:**

**Cllr. Mel Carr was unanimously elected Chairman of the Town Council for the Civic Year 2016/2017 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 for their support during his time as Chair in 2015/16 and said he looked forward to continuing this role in 2016/17.

## **3. Apologies**

Apologies for lateness were received from Cllr John Robinson who would be joining the meeting at some point.

### **RESOLVED:**

---

To receive the apologies.

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

Cllr Gloria Wills was proposed and seconded by Cllrs Mel Carr and Alf Walton.

**RESOLVED:**

**Cllr Gloria Wills was unanimously appointed Vice-Chairman of the Town Council.**

**5. Election of the Mayor of the Town Council**

Cllr Chris Lines was proposed and seconded by Cllrs Mel Carr and Gloria Wills.

**RESOLVED:**

**Cllr Chris Lines was unanimously appointed Mayor of Sedgfield for the Civic Year 2016 / 2017**

**6. To confirm the Chair's Allowance as £1,000 for 2016 / 2017**

*(In pursuance of Section 15 (5) of the Local Government Act 1972)*

Cllr Ian Sutherland commented that a number of other local Councils have a higher allowance for the Mayor and questioned if £1000 is enough. Cllr Gloria Wills confirmed that being Mayor does incur expenditure and it is important that the Mayor decides what they do and do not attend. Cllr Wills suggested that perhaps Cllr Lines may wish to consider claiming his Member's allowance in order to supplement the role of Mayor. Cllr Chris Lines replied that he is happy for the £1000 allowance level to remain and does not wish to see an increase in this for 2016/17. The Clerk suggested that this matter be considered later in the financial year by the Finance Working Group when preparing their proposed 2017/18 budget. This was agreed.

**RESOLVED**

- i) To confirm the Chair's Allowance as £1,000 for 2016 / 2017.**
- ii) To transfer this allowance to the Mayor (as per previous financial years).**
- iii) The Finance Working Group to consider the amount of the Chair's Allowance in 2017/18 and report back to a future P&R Committee with a recommendation.**

---

## 7. Procedures

### a) To adopt

#### i) Standing Orders for 2016/2017

The proposed standing orders for 2016/2017 had been circulated prior to the meeting.

#### **RESOLVED**

**To adopt the 2016 / 2017 standing orders as circulated.**

#### ii) Financial Regulations 2016/2017

The proposed Financial Regulations for 2016/17 had been circulated prior to the meeting.

#### **RESOLVED**

**To adopt the 2016/2017 Financial Regulations as circulated.**

#### iii) Delegation Scheme 2016/2017

The proposed Delegation Scheme for 2016/17 had been circulated prior to the meeting.

Cllr Maxine Robinson referred to section 8.2 which related to the delegated powers given to the Personnel Committee, Sedgefield Extra Committee and the Community Chest Committee allowing them to make decisions within their own terms of reference. This section went on to say that any major decisions which have a potential financial impact will be presented to the P&R Committee for ratification. Cllr Robinson believed this to be unfair and said that instead of 'ratification' this should read 'consideration'. Cllr Gloria Wills disagreed and said that the aforementioned Committees have all had powers delegated to them to make decisions and it is only those with a potential financial impact that require, for reasons for transparency and audit trail, to be presented to P&R Committee for ratification only otherwise such delegated powers are meaningless.

(Cllr John Robinson joined the meeting at this point).

Cllr Ian Sutherland stated that sometimes a Committee could only just be quorate and yet a financial decision could be made which all Cllrs are then legally liable for that decision. Cllr Maxine Robinson said that any major decision which may have a financial impact needs to go to a higher authority and that P&R Committee should not just be told. Cllr Vanessa Carmichael pointed out that the issue of delegated powers had already been considered previously as reflected in the current Delegation Scheme

---

and that the proposal being suggested by Cllr Robinson would effectively mean that more Committees would need to consider the same issue thereby duplicating work. The Clerk suggested this Scheme be deferred in order to progress through the rest of the business on the agenda. Cllr Dudley Waters proposed that the Clerk's advice be followed or a vote be taken. Cllr John Robinson asked for it to be recorded that if a vote was to take place he would not participate as he had joined this matter part-way through.

**RESOLVED**

**To defer the 2016/2017 Delegation Scheme as circulated and the Clerk to seek the advice of the Council's Internal Auditor when he attends the next Finance Working Group meeting (at which he will be presenting his findings on the Council's Governance Arrangements).**

**iv) Council Debt Policy 2016/17**

The proposed Council Debt Policy for 2016/17 had been circulated prior to the meeting.

**RESOLVED:**

**To adopt the 2016/17 Council Debt Policy as circulated.**

**b) To re-affirm appoint an Internal Auditor 2016/2017**

A report by the Town Clerk recommending the re-appointment of Mr Gordon Fletcher as the Council's Internal Auditor for 2016/17 had been circulated prior to the meeting.

**RESOLVED:**

**To re-affirm Mr Gordon Fletcher as the Town Council's Internal Auditor for 2016/17.**

**c) To re-affirm usage of General Power of Competence 2016/17**

A report by the Town Clerk recommending the Council re-affirm its usage of the General Power of Competence in 2016/17 had been circulated prior to the meeting.

**RESOLVED:**

**To re-affirm the Town Council's continued use of the General Power of Competence in 2016/17.**

---

## 8. Committees

Cllr David Brown proposed that the Chair and Vice Chair roles for all Committees be kept the same as in 2015/16 and this was seconded by Cllr Alf Walton. Cllr Ian Sutherland objected to this stating that some Cllrs may wish to take on new roles in 2016/17. Cllr Maxine Robinson proposed that each Committee was considered individually as per the agenda and Cllr Ian Sutherland seconded this. It was agreed to consider each Committee individually as per the format of the agenda.

### RESOLVED

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

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

**Chair:**

Cllr Gloria Wills was proposed and seconded by Cllrs Ian Sutherland and John Robinson. This was agreed unanimously.

**Chair of P&R: Cllr Gloria Wills.**

**Vice Chair:**

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

**Vice Chair of P&R: Cllr Mel Carr**

**Membership of P&R:**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters, Gloria Wills

**b) Environment**

**Chair:**

Cllr Alf Walton was proposed and seconded by Cllrs Gloria Wills and Vanessa Carmichael. Cllr Ian Sutherland was proposed and seconded by Cllrs Maxine Robinson and John Robinson.

A vote by show of hands took place and Cllr Alf Walton was elected.

**Chair of Environment: Cllr Alf Walton**

---

**Vice Chair of Environment:**

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

**Vice Chair of Environment: Cllr Mark Cant**

**Membership of Environment:**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters, Gloria Wills

c) **Community Development and Engagement:**

**Chair of Community Development & Engagement:**

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

**Chair of Community Development and Engagement: Cllr Allan Blakemore**

**Vice Chair of Community Development & Engagement:**

Cllr Lynne Dentith was proposed and seconded by Cllrs Mel Carr and Gloria Wills. This was agreed unanimously.

**Vice Chair of Community Development and Engagement: Cllr Lynne Dentith**

**Membership of Community Development & Engagement:**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters, Gloria Wills

d) **Sedgefield Extra:**

**Chair of Sedgefield Extra:**

Cllr Chris Lines was proposed and seconded by Cllrs Mel Carr and Lynne Dentith. This was agreed unanimously.

**Chair of Sedgefield Extra: Cllr Chris Lines**

**Vice Chair of Sedgefield Extra:**

Cllr Tim Jeanes was proposed and seconded by Cllrs Mel Carr and Gloria Wills. This was

---

agreed unanimously.

**Vice Chair of Sedgefield Extra: Cllr Tim Jeanes**

**Membership of Sedgefield Extra:**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters, Gloria Wills

**e) Community Chest:**

**Chair of Community Chest:**

Cllr Vanessa Carmichael was proposed and seconded by Cllrs Alf Walton and Chris Lines. This was agreed unanimously.

**Chair of Community Chest: Cllr Vanessa Carmichael**

**Vice Chair of Community Chest:**

Cllr Ian Sutherland reported that he did not wish to stand for this role again in 2016/17. Cllr David Brown was proposed and seconded by Cllrs Gloria Wills and Vanessa Carmichael. This was agreed unanimously.

**Vice Chair of Community Chest: Cllr David Brown**

**Members:**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters, Gloria Wills

**f) Personnel**

As per the Standing Orders the Chair and Vice-Chair of the Personnel are the same as the P & R Committee. The Clerk pointed out that as Cllr Mel Carr is also Chair of the Council he cannot hold the position of Vice Chair of Personnel. This had position had been resolved in 2015/16 by Cllr Allan Blakemore taking on the role of Vice Chair of Personnel. Cllr Ian Sutherland proposed Cllr Blakemore retain this role in 2016/17 and this was seconded by Cllr Lynne Dentith. This was unanimously agreed.

**Chair: Cllr Gloria Wills**

**Vice Chair: Cllr Allan Blakemore**

---

**Members:**

Cllrs. Allan Blakemore, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Gloria Wills

Cllr John Robinson reported that he had spoken to the Clerk regarding the future scheduling of Personnel Committee meetings and the Clerk replied that she had information regarding this to convey in item 11 of the agenda.

**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. Cllr Alf Walton stressed the importance of those Cllrs putting their names forward to joining these Groups actually then attending and participating in the work.

**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 Monthly and committee meetings for the forthcoming year**

The Clerk recommended that Personnel Committee meetings for the entirety of 2016/17 be pre-booked to assist members in being able to pre-plan their workloads. The dates of these meetings will be agreed at the next Personnel Committee to be held on Tuesday 7<sup>th</sup> June 2016



---

and the Clerk will then update all Cllrs for information.

**RESOLVED**

**To approve the dates of the meetings for the forthcoming civic year as circulated prior to the meeting.**

**12. To nominate Honorary Freeman**

There were no nominations for Honorary Freeman.

The Chair thanked everyone for attending and closed the meeting at 7.32p.m.

<b>External Body</b>	<b>Representatives for 2016</b>
<b>SCA – Observers to CIO Board</b>	Cllrs. <i>Allan Blakemore and Mel Carr</i>
<b>Sedgefield Twinning Assoc.</b>	Cllrs. <i>Allan Blakemore and Tim Jeanes</i>
<b>Crime Prevention / N. Watch and PACT</b>	Cllrs. <i>Allan Blakemore, John Robinson and Gloria Wills</i>
<b>EDRC Local Council Committee AAP</b>	Cllrs. <i>Dudley Waters, John Robinson, Mel Carr + the Clerk</i>
<b>CDALC AGM (Co Durham Assoc of Local Councils)</b>	Cllr <i>Ian Sutherland (Cllr Maxine Robinson as reserve) + the Clerk</i>
<b>Police Consultative Group</b>	Cllr <i>Allan Blakemore</i>
<b>Citizens Advice Bureau</b>	Cllr <i>Lynne Dentith</i>
<b>Pubs Partnership</b>	Cllrs. <i>Dudley Waters and Allan Blakemore</i>
<b>NETPark</b>	Cllr <i>Chris Lines</i>
<b>Sedgefield Development Trust</b>	Cllr <i>Mel Carr</i>
<b>Sedgefield Charities *</b>	Cllrs <i>Allan Blakemore and John Robinson</i>
* Note: The Sedgefield Charities review their membership every 4 years.	
<b>Sedgefield in Bloom</b>	Open to all Cllrs
<b>Sedgefield 700+</b>	Open to all Cllrs
<b>Sedgefield Neighbourhood Plan Steering Group</b>	Cllr. <i>Allan Blakemore (Chair)</i> Open to all Cllrs
<b>Staff Complaints</b>	Cllrs. <i>Allan Blakemore, Vanessa Carmichael, Lynne Dentith, Tim Jeanes, John Robinson, Ian Sutherland</i>
<b>Staff Appeals</b>	Cllrs. <i>Mark Cant, Mel Carr, Chris Lines, Maxine Robinson, Alf Walton, Gloria Wills</i>
<b>Larger Local Councils</b>	Cllrs. <i>Allan Blakemore, John Robinson, Dudley Waters + the Clerk.</i>

**Current Council Working Groups:**

	<b>Committee</b>	<b>Members</b>
<b>Estates</b>	P & R	Cllrs. <i>M. Carr, JR, MR, IS, AW, DW and GW plus AB (for duration of Parish Hall issues)</i>
<b>Policy &amp; Records Management</b>	P & R	Cllrs. <i>M. Carr, LD, MR, AW and GW</i>
<b>Finance</b>	P&R	Cllrs. <i>AB, M. Carr, IS, AW and GW</i>
<b>Fireworks</b>	CD&E	Cllrs. <i>AB, M. Carr, TJ, AW, DW and GW</i>
<b>Youth</b>	CD&E	Cllrs <i>LD, CL, JR, MR (Note: this Group as it develops will also include external membership and youth</i>

---

		representatives)
--	--	------------------