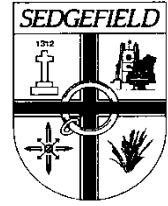


You are hereby summoned to attend the Monthly Meeting of the Sedgefield Town Council which is to be held at 7pm on Monday 10<sup>th</sup> October 2016, in the Council Offices.



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## AGENDA

1. Apologies
2. Declaration of Interest
3. STC Minutes / Committee Reports
  - a. Minutes of Fireworks Working Group: 6<sup>th</sup> September 2016
  - b. Minutes of Monthly Meeting: 12<sup>th</sup> September 2016
  - c. Minutes of P&R Committee: 12<sup>th</sup> September 2016
  - d. Minutes of Personnel Committee: 14<sup>th</sup> September 2016
  - e. Minutes of Finance Working Group: 15<sup>th</sup> September 2016
  - f. Minutes of Estates Working Group: 15<sup>th</sup> September 2016
  - g. Minutes of Community Development & Engagement Committee: 19<sup>th</sup> September 2016
  - h. Minutes of Environment Committee: 19<sup>th</sup> September 2016
  - i. Minutes of Policy & Records Management Working Group: 21<sup>st</sup> September 2016
4. Matters of Information
5. Dates of Meetings
6. Police Report
7. Public Participation
8. Internal reports
  - 8.1. Chairman's Report
  - 8.2. Mayor's Report
9. External Reports

None to date
10. Correspondence

None to date
11. Current Planning Applications

T. J. Ayre.

Dr Jane Ayre, Town Clerk, October 4, 2016

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**COMMITTEE:** Policy & Resources  
**DATE:** Monday 10<sup>th</sup> October 2016  
**TIME:** Following Monthly Meeting  
**VENUE:** Council Offices

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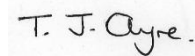


## **AGENDA**

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1 Delegation Scheme 2016/17 Report by Town Clerk
  - 5.2 Staff Handbook Recommendation Report by Personnel Committee  
(Note: copies of this have NOT been reissued to Personnel Committee members as per agreement at last meeting on 14<sup>th</sup> September 2016)
  - 5.3 Code of Conduct Recommendation Report by Policy & Records Management Working Group
  - 5.4 Publication Scheme Recommendation Report by Policy & Records Management Working Group
  - 5.5 Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group
  - 5.6 Cemetery Lodge 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 Monthly Accounts: Income (as at 29<sup>th</sup> September 2016) / Expenditure (as at 29<sup>th</sup> September 2016 minus unapproved cheques after 12<sup>th</sup> September 2016)
  - 6.2 Cheques for approval after 12<sup>th</sup> September 2016
  - 6.3 Debtors List as at 29<sup>th</sup> September 2016

- 6.4 Sedgefield Town Council – Audit for the year ended 31<sup>st</sup> March 2016 (letter from BDO LLP, External Auditor dated 21<sup>st</sup> September 2016)**
- 7. Correspondence:**
- 7.1 CDALC AGM – Agenda Minutes of 69<sup>th</sup> Meeting and 2015/16 Annual Report (email and attachments from Mr Steve Ragg, CDALC dated 14<sup>th</sup> September 2016)**
- 7.2 Letter from SVAG (email and attached letter from Mrs Sarah Guest, SVAG dated 15<sup>th</sup> September). (Note: Copies of this have already been circulated to all Cllrs at or immediately following the Community Development & Engagement Committee meeting held on 19<sup>th</sup> September 2016)**
- 7.3 Flats (email from Mrs Norma Neal, Players dated 26<sup>th</sup> September 2016)**
- 8. Consideration Of Reports Exempt From Public:**
- 8.1 Costings for Sale of land around Butterwick Road Cemetery (information to be circulated at meeting)**
- 8.2 Quotations for electricity connection at Gardening Staff Portacabin, Butterwick Road Cemetery**



*Dr Jane Ayre, Town Clerk, October 4, 2016*

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**COMMITTEE:** Environment Committee  
**DATE:** Monday 17<sup>th</sup> October 2016  
**TIME:** 7pm  
**VENUE:** Council Offices

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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports
  - 5.1 Repair Work Required At Eden Drive Play Area – Report by Town Clerk
6. Correspondence
  - 6.1 Sedgefield In Bloom (minutes of meeting held on 7<sup>th</sup> September 2016)
  - 6.2 DCC – Public Consultation – Implementation of a Public Space Protection Order (PSPO) for Dog Control (emails from Mr Steve Ragg, CDALC dated 12<sup>th</sup> and 13<sup>th</sup> September 2016)
  - 6.3 Commemoration of Oak Tree Planted by 1<sup>st</sup> Sedgefield Scouts (letter from Ms Kathy Guppy dated 22<sup>nd</sup> September 2016)

*T. J. Ayre.*

*Dr Jane Ayre, Town Clerk*

*October 4, 2016*

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**COMMITTEE:**       **Community Development & Engagement  
Committee**

**DATE:**               **Monday 17<sup>th</sup> October 2016**

**TIME:**               **Following Environment Committee**

**VENUE:**             **Council Offices**

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## **AGENDA**

1.   **Apologies**
2.   **Declaration of Interest**
3.   **Matters of Information**
4.   **Public Participation**
5.   **Reports**
  - 5.1   **Youth Work Update Report by Town Clerk**
  - 5.2   **2016 Annual Fireworks Display Report by Fireworks Working Group**
  - 5.3   **Town Council Coach Trip November 2016 Report by Town Clerk**
  - 5.4   **2016 Snow Party Report by Town Clerk**
6.   **Correspondence**

None to date.

*T. J. Ayre.*

*Dr Jane Ayre*

*Town Clerk*

*October 4, 2016*