

You are hereby summoned to attend the Monthly Meeting of the Sedgfield Town Council which is to be held at 7pm on Monday 12<sup>th</sup> September 2016, in the Council Offices.



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## AGENDA

1. Apologies
2. Declaration of Interest
3. STC Minutes / Committee Reports
  - a. Minutes of Estates Working Group: 7<sup>th</sup> July 2016
  - b. Minutes of Community Chest: 11<sup>th</sup> July 2016
  - c. Minutes of Monthly Meeting: 11<sup>th</sup> July 2016
  - d. Minutes of P&R Committee: 11<sup>th</sup> July 2016
  - e. Minutes of Personnel Committee: 14<sup>th</sup> July 2016
  - f. Minutes of Special Town Council Meeting: 18<sup>th</sup> July 2016
  - g. Minutes of Environment Committee: 18<sup>th</sup> July 2016
  - h. Minutes of Community Development & Engagement Committee: 18<sup>th</sup> July 2016
  - i. Minutes of Finance Working Group: 21<sup>st</sup> July 2016
  - j. Minutes of Estates Working Group: 21<sup>st</sup> July 2016
  - k. Minutes of Special Town Council Meeting: 8<sup>th</sup> August 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
  - 10.1 Franziska Willer Ward (letter from Mr Phil Wilson MP dated 27<sup>th</sup> July 2016)
  - 10.2 Franziska Willer Ward (letter from Ms Sue Jacques, Chief Executive, County Durham & Darlington NHS Foundation Trust dated 5<sup>th</sup> August 2016)
  - 10.3 Planning Application DM/15/011122/PPA – Spring Lane (letter from Mr Clifford Swinbank dated 23<sup>rd</sup> August 2016)
11. Sedgfield Plan
  - 11.1. Sedgfield Plan Update Report by Town Clerk
12. Current Planning Applications

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, September 7, 2016

**COMMITTEE:** Policy & Resources  
**DATE:** Monday 12<sup>th</sup> September 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 Town Council Financial Donation To CAB Update Report by Town Clerk
  - 5.2 Parish Hall Update Report by Estates Working Group
  - 5.3 Butterwick Road Cemetery Report by Estates Working Group
  - 5.4 Allotments Policy Report by Estates Working Group
  - 5.5 Consideration of Comments Made During Public Participation Regarding Post Office Report by Finance Working Group

Note: Reports related to information exempt from the public are considered under agenda item 9.
6. Financial matters:
  - 6.1 Monthly Accounts: Income (as at 5<sup>th</sup> September 2016) / Expenditure (as at 5<sup>th</sup> September 2016 minus unapproved cheques after 8<sup>th</sup> August 2016)
  - 6.2 Cheques for approval after 8<sup>th</sup> August 2016
  - 6.3 Debtors List as at 5<sup>th</sup> September 2016
  - 6.4 Bank/Cash Reconciliation Report by Town Clerk
  - 6.5 External Audit 2015/16 Update Report by Town Clerk
  - 6.6 Terms of Reference and Budget for Community Chest Report by Finance Working Group
  - 6.7 Medium Term Financial Planning and 2017/18 Budget Setting (letter from Mr Jeff Garfoot, DCC dated 3<sup>rd</sup> August 2016)
  - 6.8 Insurance PremiumTax (email from Zurich Insurance plc dated 22<sup>nd</sup> August 2016)
  - 6.9 Business Case: Provision of a Weekly Balance Right Session (report from DCC received 10<sup>th</sup> August 2016)

7. **Correspondence:**
  - 7.1 **Bulletin on National Development and Meetings – 1<sup>st</sup> July 2016 (email from Mr Jonathan Owen, NALC dated 19<sup>th</sup> August 2016)**
  - 7.2 **Payphone Kiosk Removal (letter from Mr Stuart Timmiss, DCC dated 19<sup>th</sup> August 2016)**
  - 7.3 **Licensing – Variation Application Received – Sedgfield Social Club, Rectory Row (email from Mr Steve Ragg, CDALC dated 24<sup>th</sup> August 2016)**
8. **Training:**
  - 8.1 **County Training Partnership Future Courses (email from Mr Steve Ragg, CDALC dated 16<sup>th</sup> August 2016)**
  - 8.2 **Mayor's Secretary – CiLCA Achievement Report by Town Clerk**
9. **Consideration Of Reports Exempt From Public:**
  - 9.1 **Costings for Sale of land around Butterwick Road Cemetery (information to be circulated at meeting)**
  - 9.2 **National Pay Award Report by Personnel Committee**
  - 9.3 **Personnel Update Report by Personnel Committee**

*T. J. Ayre.*

*Dr Jane Ayre, Town Clerk, September 7, 2016*

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**COMMITTEE:** Community Development & Engagement  
Committee

**DATE:** Monday 19<sup>th</sup> September 2016

**TIME:** 7.00pm

**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 Grants Funding Update Report by Town Clerk
  - 5.2 Its Up 2U Funding Scheme Update Report by Cllr Mel Carr and Parish Hall Project Worker
  - 5.3 Youth Work Update Report by Youth Working Group (to be issued separately prior to the meeting)
  - 5.4 2016 Annual Fireworks Display Report by Fireworks Working Group (to be issued separately prior to the meeting)
6. Correspondence
  - 6.1 Sedgefield Business Network (letter from Mr Ean Parsons, Sedgefield Business Network Chair dated 25<sup>th</sup> July 2016)
  - 6.2 County Durham Intergenerational Practitioners Network Awards (letter from County Durham Age UK dated 25<sup>th</sup> August 2016)

*T. J. Ayre.*

**Dr Jane Ayre**  
Town Clerk  
September 7, 2016

**COMMITTEE:** Environment Committee  
**DATE:** Monday 19<sup>th</sup> September 2016  
**TIME:** Following Community Development & Engagement 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 Ceddesfeld Hall Trees Report by Town Clerk
  - 5.2 Programme of Work for Installation of Self-Watering Tubs Report by Gardening Supervisor
  - 5.3 Grass Cutting Complaints Report by Cllrs Mel Carr and Alf Walton
  - 5.4 Noise Issues Update Report by Town Clerk
  - 5.5 Delivering Differently Grant Update Report by Cllr Alf Walton and Gardening Supervisor (to be issued separately prior to the meeting)
6. Correspondence
  - 6.1 Sedgefield In Bloom (minutes of meeting held on 3<sup>rd</sup> August 2016)
  - 6.2 Application to Register Land as Village Green – land known as Station Road Playing Field (letter from Ms Jill Errington, DCC dated 17<sup>th</sup> August 2016)
  - 6.3 Hardwick Hall Hotel – Premises Licence and Noise Issues (email from Mr Graydon Martin, DCC dated 22<sup>nd</sup> August 2016)
  - 6.4 Street Lighting Energy Reduction Project Final Determination (email from Ms Yvonne Edwards, DCC dated 31<sup>st</sup> August 2016)

*T. J. Ayre.*

*Dr Jane Ayre, Town Clerk  
September 7, 2016*