

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 16th May 2022



Present Cllr. Mel Carr (Chairman)

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Kelly Dickerson, John Finlayson, Catherine Hart, Jenny Haworth, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter

Officer Dr. Jane Ayre (Town Clerk)

1. Election of Chairman of Sedgefield Town Council:

The Clerk welcomed everyone to the meeting and 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 2022/2023 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.

3. Apologies:

Cllr Paul Heasman.

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

Cllr Allan Blakemore was proposed and seconded by Cllrs Mel Carr and David Brown.

RESOLVED:

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

5. Election of the Mayor of the Town Council:

Cllr Dave Jasper was proposed and seconded by Cllrs Allan Blakemore and Mavis Wayman.

RESOLVED:

Cllr Dave Jasper was unanimously appointed Mayor of Sedgfield for the Civic Year 2022/2023.

6. To confirm the Chairman's Allowance as £1,000 for 2022 / 2023: (In pursuance of Section 15 (5) of the Local Government Act 1972)

RESOLVED:

- i) To confirm the Chairman's Allowance as £1,000 for 2022 / 2023.**
- 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 2022 / 2023:

The proposed Standing Orders for 2022 / 2023 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review.

RESOLVED:

To adopt the 2022 / 2023 Standing Orders as circulated.

ii) Financial Regulations 2022 / 2023:

The proposed Financial Regulations for 2022 / 2023 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2022 / 2023 Financial Regulations as circulated.

iii) Delegation Scheme 2022 / 2023:

The proposed Delegation Scheme for 2022 / 2023 had been circulated prior to the

meeting as recommended by the Policy & Records Management Working Group following review.

RESOLVED:

To adopt the 2022 / 2023 Delegation Scheme as circulated.

iv) Council Debt Policy 2022 / 2023:

The proposed Council Debt Policy for 2022 / 2023 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2022 / 2023 Council Debt Policy as circulated.

v) Gifts and Hospitality Policy 2022 / 2023:

The proposed Gifts and Hospitality Policy for 2022 / 2023 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2022 / 2023 Gifts and Hospitality Policy as circulated.

vi) Code of Conduct 2022 / 2023:

The proposed Code of Conduct 2022 / 2023 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review. The Clerk highlighted that item 2.11b) should read "The interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest".

RESOLVED:

With the inclusion of the above amendment, to adopt the 2022 / 2023 Code of Conduct 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.

b) To re-affirm usage of the General Power of Competence for 2022 / 2023: (*General Power of Competence (Prescribed Conditions) Order 2012*)

The Clerk reminded Cllrs of the General Power of Competence.

RESOLVED:

To re-affirm the Town Council's use of the General Power of Competence for the Council's current term of office (as originally affirmed at the Town Council's AGM following the local council elections in May 2021).

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 Mel Carr and Julie Towler. This was agreed unanimously.

Chair of P&R: Cllr Allan Blakemore

Vice Chair:

Cllr Jenny Haworth was proposed and seconded by Cllrs Allan Blakemore and Stephen Winter. This was agreed unanimously.

Vice Chair of P&R: Cllr Jenny Haworth

Membership of P&R:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Catherine Hart, Jenny Haworth, Paul Heasman, Dave Jasper, Jim Seymour, Julie Towler, Mavis Wayman and Stephen Winter

b) Environment

Chair:

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

Chair of Environment: Cllr Stephen Winter

Vice Chair of Environment:

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

Vice Chair of Environment: Cllr Mark Cant.

Membership of Environment:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Catherine Hart, Jenny Haworth, Paul Heasman, Dave Jasper, Jim Seymour, Julie Towler, Mavis Wayman and Stephen Winter

c) Community Development and Engagement:

Chair of Community Development & Engagement:

Cllr Ann Carr was proposed and seconded by Cllrs Allan Blakemore and Mavis Wayman. 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 Mel Carr and Ann 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, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Catherine Hart, Jenny Haworth, Paul Heasman, Dave Jasper, Jim Seymour, Julie Towler, Mavis Wayman and Stephen Winter

d) Sedgefield Extra:

Chair of Sedgefield Extra:

Cllr John Finlayson was proposed and seconded by Cllrs Mel Carr and Ann Carr. 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 Allan Blakemore. 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, Kelly Dickerson, John Finlayson, Catherine Hart, Jenny Haworth, Paul Heasman, Dave Jasper, Jim Seymour, Julie Towler, Mavis Wayman and Stephen Winter

e) **Community Chest:**

Chair of Community Chest:

Cllr Julie Towler was proposed and seconded by Cllrs Mel Carr and Stephen Winter. 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 Mel Carr and David Brown. This was agreed unanimously.

Vice Chair of Community Chest: Cllr Mavis Wayman

Members:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Catherine Hart, Jenny Haworth, Paul Heasman, Dave Jasper, Jim Seymour, Julie Towler, Mavis Wayman 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 Jenny Haworth

Members:

Cllrs Ann Carr, John Finlayson, Julie Towler and Mavis Wayman.

9. Representatives to External Groups and Organizations:

RESOLVED:

- i) To appoint representatives as over.
- ii) Representatives to provide written reports to the Town Council following any

meetings attended in order to keep the Town Council updated on the work of each external group and organization.

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 2022 (and which are already on display for public information).

12. To nominate Honorary Freeman:

Prior to the meeting the Clerk had circulated to all a Nomination For Honorary Freeman Report by Cllrs Allan Blakemore and Mel Carr.

RESOLVED:

Cllr David Brown be awarded Honorary Freeman of Sedgefield and presentation of such take place at a future event.

The Chair thanked everyone for attending and closed the meeting at 7.28p.m.

External Body	Representatives for 2022/23
SCA Executive	Cllr. Allan Blakemore
Sedgefield Twinning Assoc.	Cllrs. Stephen Winter and Mavis Wayman
Crime Prevention / N. Watch	Cllrs Allan Blakemore, Kelly Dickerson 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 2022/23
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 Mel Carr holding the role of Bloom Champion liaising between the Bloom Group and Town Council.
Sedgefield 700+	Open to all Cllrs with meetings of the Group now likely to be by exception
Staff Complaints	6 (to comprise of all members of Personnel Committee) Cllrs. Allan Blakemore, Jenny Haworth, Ann Carr, John Finlayson, Julie Towler and Mavis Wayman.
Staff Appeals	Cllrs Mel Carr, Kelly Dickerson, Catherine Hart, Paul Heasman, Dave Jasper, Jim 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 and Julie Towler
Estates	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Julie Towler and Mavis Wayman
Policy & Records Management	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, John Finlayson, Jenny Haworth and Mavis Wayman
Finance	P&R	Cllrs. Allan Blakemore, David Brown, Mel Carr, Catherine Hart, John Finlayson and Jenny Haworth.
Fireworks	CD&E	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Dave Jasper, Mavis Wayman and Stephen Winter

Current Town Council Champions:

Sedgefield In Bloom Champion – Cllr Mel Carr

Sedgefield Parish Hall Champion – Cllr John Finlayson

Allotments Champion - Cllr Kelly Dickerson