

## SEDGEFIELD TOWN COUNCIL

<b>Committee:</b>	<b>Special Town Council Meeting</b>
	<b>To Approve Sedgefield Town Council's 2022/23 Year End Accounts</b>
<b>Date:</b>	<b>Monday 24<sup>th</sup> April 2023</b>
<b>Time:</b>	<b>6.00pm</b>
<b>VENUE:</b>	<b>Sedgefield Parish Hall</b>



### AGENDA

1. Apologies
2. Declaration of Interest
3. To approve the financial accounts for 2022/23 including: -
  - a. Statement of Internal Control (2022/23 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by Finance Working Group)
  - b. Annual Governance Statement (2022/23 Annual Governance Statement Report by Finance Working Group)
  - c. Year End Accounts for 2022/23
  - d. Annual Governance and Accountability Return for 2022/23
4. VAT Reclaim Update For Period 1<sup>st</sup> October 2022 – 31<sup>st</sup> March 2023 Report by Finance Working Group
5. Internal Audit Reports:
  - 5.1 Internal Audit Report Sedgefield Town Council End of Year Accounts (2022/23) by Mr Gordon Fletcher
  - 5.2 Internal Audit Annual Report 2022/23 Sedgefield Town Council by Mr Gordon Fletcher
6. Exercise of Public Rights Dates Recommendation Report by Finance Working Group

*T. J. Ayre.*



**Dr Jane Ayre**  
**Town Clerk**  
**19<sup>th</sup> April 2022**

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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  
on Monday 24<sup>th</sup> April 2023 at Sedgefield Parish Hall**

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## **AGENDA**

1. Apologies
2. Declaration of Interest
3. **STC Minutes / Committee Reports:**
  - a. Minutes of Personnel Committee 13<sup>th</sup> March 2023
  - b. Minutes of Special Town Council Meeting: Co-option 13<sup>th</sup> March 2023
  - c. Minutes of Monthly Meeting 13<sup>th</sup> March 2023
  - d. Minutes of P&R Committee 13<sup>th</sup> March 2023
  - e. Minutes of Environment Committee 13<sup>th</sup> March 2023
  - f. Minutes of Community Development & Engagement Committee 13<sup>th</sup> March 2023
  - g. Minutes of Joint Town Council and Sedgefield In Bloom Group meeting 16<sup>th</sup> March 2023
  - h. Minutes of Policy & Records Management Working Group 21<sup>st</sup> March 2023
  - i. Minutes of Estates Working Group 27<sup>th</sup> March 2023
  - j. Minutes of Finance Working Group 30<sup>th</sup> March 2023
4. Matters of Information
5. Dates of Meetings
6. Public Participation
7. Police Report by Sgt Daniel Lake
8. Internal reports:
  - 8.1 Chairman's Report
  - 8.2 Mayor's Report
9. External Reports:
  - 9.1 Report From Durham County Councilor Chris Lines, Sedgefield Division
10. Correspondence:
  - 10.1 Project Update for Byers Gill Solar (email and attachment from Mr Michael Baker dated 6<sup>th</sup> April 2023)
  - 10.2 Town and country Planning (Development Management Procedure) (England) Order 2015 Notice Under Article 13 of Application For Planning Permission relating to Sedgefield Squash Club (received from Durham County Council on 6<sup>th</sup> April 2023)
11. Current Planning Applications:

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, April 17, 2023

**COMMITTEE:** Policy & Resources  
**DATE:** Monday 24<sup>th</sup> April 2023  
**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 Review of Disciplinary Policy Recommendation Report by Personnel Committee
  - 5.2 Review of Resolution Policy Recommendation Report by Personnel Committee
  - 5.3 Review of Dismissal Policy Recommendation Report by Personnel Committee
  - 5.4 Review of Exit Policy Recommendation Report by Personnel Committee
  - 5.5 Review of Fixed Term Employees (Prevention of Less Favourable Treatment) Policy Recommendation Report by Personnel Committee
  - 5.6 Review of Flexible Retirement Policy Recommendation Report by Personnel Committee
  - 5.7 Review of Industrial Action Personnel Committee Guidance Recommendation Report by Personnel Committee
  - 5.8 Review of Welfare Policy Recommendation Report by Personnel Committee
  - 5.9 Review of Working Without The Default Retirement Age Policy Recommendation Report by Personnel Committee
  - 5.10 Six Monthly Parish Hall Lift Inspection Update Report by Town Clerk
  - 5.11 Review of Butterwick Road Cemetery – Rules and Regulations Recommendation Report by Estates Working Group
  - 5.12 Annual Headstone Safety Testing 2022/23 Findings Update Report by Town Clerk and Head Gardener & Cemetery Superintendent
  - 5.13 Active Travel 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 13<sup>th</sup> March 2023**
  - 6.2 **Financial Budget Comparison as at 17<sup>th</sup> April 2023**
  - 6.3 **Debtors List as at 17<sup>th</sup> April 2023**
  - 6.4 **Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> March 2023**
  - 6.5 **March 2023 Bank Reconciliations Plus March 2023 Imprest Account Reconciliations and February & March 2023 Public Sector Deposit Fund Reconciliations Report by Town Clerk**
  - 6.6 **Additional Investment In Public Sector Deposit Fund Recommendation Report by Finance Working Group**
  - 6.7 **Internal Audit Annual Plan 2023/24 Recommendation Report by Finance Working Group**
  - 6.8 **Review of Community Chest Terms of Reference Recommendation by Finance Working Group**
7. **Correspondence:**
  - 7.1 **Pathway Lights In Ceddesfeld Hall Grounds – Sedgefield Squash Club Response (email from Mrs Sheila Peden, Sedgefield Squash Club dated 22<sup>nd</sup> March 2023)**
  - 7.2 **Licensing Act 2003 – Applications Received – Variation – Hardwick Festival Hardwick Hall Hotel Sedgefield TS21 2EH (email from Ms Tracey Marie Lock, DCC dated 6<sup>th</sup> April 2023)**
  - 7.3 **Urgent Appeal for a Sedgefield Masjid (email from Muhammad Rashiddin dated 16<sup>th</sup> April 2023)**
8. **Consideration of Reports Exempt from the Public:**
  - 8.1 **Village Greens Update Report by Town Clerk**
  - 8.2 **Digitising Butterwick Road Cemetery Burial Map Recommendation Report by Estates Working Group**
  - 8.3 **Replacement Bench For Eden Drive Play Area Recommendation Report by Estates Working Group**
  - 8.4 **Quotation For Conversion Of Lighting In Grounds Of Ceddesfeld Hall To Energy Efficient LED Lighting Report by Cllr Mel Carr**
  - 8.5 **Gardener Update Report by Town Clerk**

*T. J. Ayre.*

**Dr Jane Ayre, Town Clerk**  
**April 17, 2023**

**Community Development & Engagement**  
**COMMITTEE: Committee**  
**DATE: Monday 24<sup>th</sup> April 2023**  
**TIME: Following Environment Committee**  
**VENUE: Sedgefield Parish Hall**



## **AGENDA**

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1. King's Coronation Update Report by Cllr Allan Blakemore and Town Clerk
  - 5.2. Town Council Coach Trips Report by Town Clerk
  - 5.3. Twinning Association Disbandment – Funds Report by Cllrs Dave Jasper and Mavis Wayman
  - 5.4. Citizen of the Year 2022 and Young Citizen of the Year 2022 Update Report by Town Clerk
6. Correspondence:
  - 6.1. Sedgefield Neighbourhood Watch (minutes of meeting held on 9<sup>th</sup> March 2023)
  - 6.2. Christmas Tree Festival (letter from Mr Brian Mutch, St Edmund's Church received 3<sup>rd</sup> April 2023)

*T. J. Ayre.*

**Dr Jane Ayre**  
**Town Clerk**  
**April 17, 2023**



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**COMMITTEE:** Environment Committee  
**DATE:** Monday 24<sup>th</sup> April 2023  
**TIME:** Following P&R Committee  
**VENUE:** Sedgfield Parish Hall

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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1. Pest Control Issues Near Ceddesfeld Pond Update Report by Town Clerk
  - 5.2. Tub Planting Report by Town Clerk
6. Correspondence:
  - 6.1. Pond in Ceddesfeld Grounds (letter from Ms Alice Abram, Sedgfield Primary School received 21<sup>st</sup> March 2023)
  - 6.2. Sedgfield In Bloom (minutes of meeting held on 5<sup>th</sup> April 2023)

*T. J. Ayre.*

**Dr Jane Ayre, Town Clerk**  
**April 17, 2023**