

# 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 15<sup>th</sup> May 2023**



**Present**

**Cllr. Mel Carr (Chairman)**

**Cllr. Allan Blakemore (Vice Chairman)**

Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, John Finlayson,  
Elizabeth Flanagan, 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 John Finlayson.

**RESOLVED:**

**Cllr Mel Carr was unanimously elected Chairman of the Town Council for the Civic Year 2023/2024 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 Catherine Hart.

---

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

Cllr Allan Blakemore was proposed and seconded by Cllrs Mel Carr and John Finlayson.

**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 Mel Carr and Allan Blakemore.

**RESOLVED:**

**Cllr Dave Jasper was unanimously appointed Mayor of Sedgfield for the Civic Year 2023/2024.**

**6. Chairman's Allowance Increase Recommendation for 2023/24 by Finance Working Group:**  
*(In pursuance of Section 15 (5) of the Local Government Act 1972)*

Prior to the meeting the Clerk had circulated to all a Chairman's Allowance Increase Recommendation for 2023/24 by the Finance Working Group.

**RESOLVED:**

- i) To confirm the Chairman's Allowance be increased from £1000 to £1100 for 2023 / 2024.**
- ii) To transfer this allowance to the Mayor (as per previous financial years using the General Power of Competence) to assist them in the performance of their civic role.**

**7. Procedures:**

**a) To adopt:**

**i) Standing Orders for 2023 / 2024:**

The proposed Standing Orders for 2023 / 2024 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review.

**RESOLVED:**

**To adopt the 2023 / 2024 Standing Orders as circulated.**

**ii) Financial Regulations 2023 / 2024:**

The proposed Financial Regulations for 2023 / 2024 had been circulated prior to the

---

meeting as recommended by the Finance Working Group following review.

**RESOLVED:**

**To adopt the 2023 / 2024 Financial Regulations as circulated.**

**iii) Delegation Scheme 2023 / 2024:**

The proposed Delegation Scheme for 2023 / 2024 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review.

**RESOLVED:**

**To adopt the 2023 / 2024 Delegation Scheme as circulated.**

**iv) Council Debt Policy 2023 / 2024:**

The proposed Council Debt Policy for 2023 / 2024 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

**RESOLVED:**

**To adopt the 2023 / 2024 Council Debt Policy as circulated.**

**v) Gifts and Hospitality Policy 2023 / 2024:**

The proposed Gifts and Hospitality Policy for 2023 / 2024 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

**RESOLVED:**

**To adopt the 2023 / 2024 Gifts and Hospitality Policy as circulated.**

**vi) Code of Conduct 2023 / 2024:**

The proposed Code of Conduct 2023 / 2024 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review. The Clerk pointed out that an amendment was required to page 9, section 2.12 where the first sentence should read "... as described in 2.2 of this Code".

**RESOLVED:**

**With the inclusion of the above amendment, to adopt the 2023 / 2024 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 2023 / 2024:** *(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 David Brown. This was agreed unanimously.

**Chair of P&R: Cllr Allan Blakemore**

**Vice Chair:**

Cllr Jenny Haworth was proposed and seconded by Cllrs Mel Carr and Kelly Dickerson. 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, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, 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 Allan Blakemore. 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, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter

c) **Community Development and Engagement:**

**Chair of Community Development & Engagement:**

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

**Chair of Community Development and Engagement: Cllr Mavis Wayman**

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

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

**Vice Chair of Community Development and Engagement: Cllr Ann Carr**

**Membership of Community Development & Engagement:**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, 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 Kelly Dickerson. 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 Jenny Haworth. 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, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, 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 Dave Jasper. 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 Stephen Winter. 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, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, 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 2023 (and which are already on display for public information).**

The Chair thanked everyone for attending and closed the meeting at 7.20pm.

<b>External Body</b>	<b>Representatives for 2023/24</b>
<b>SCA Executive</b>	Cllr. Allan Blakemore
<b>Sedgefield Twinning Assoc.</b>	Cllrs. Stephen Winter and Mavis Wayman (Note: The Association will disband in 2023/24)
<b>Crime Prevention / N. Watch</b>	Cllrs Kelly Dickerson, Dave Jasper and Mavis Wayman (with reserve representative Stephen Winter to attend when able)
<b>EDRC Local Council Committee AAP</b>	Cllr. Mel Carr + the Clerk
<b>CDALC AGM (Co Durham Assoc of Local Councils)</b>	Cllr Allan Blakemore (Cllr John Finlayson as reserve) + the Clerk
<b>Citizens Advice Bureau</b>	Invitation to be issued to all Cllrs if any received during 2023/24
<b>Pubs Partnership</b>	Cllrs. David Brown and Stephen Winter (Cllr Allan Blakemore as reserve)
<b>NETPark</b>	Cllr John Finlayson
<b>Sedgefield Charities</b>	“The Sedgefield District Relief In Need Charity” and “The Howle Hope Estate” Board – Cllrs Allan Blakemore and David Brown “The Educational Foundation Board” – Cllrs Ann Carr and Mavis Wayman  (Note: Terms of office for all Town Council nominated Trustees last for four year term with each expiring in May 2025)
<b>Sedgefield Development Trust</b>	Cllr Mel Carr
<b>Sedgefield in Bloom</b>	Open to all Cllrs with Cllr Mel Carr holding the role of Bloom Champion liaising between the Bloom Group and Town Council and Dave Jasper also attending each meeting.
<b>Sedgefield 700+</b>	Open to all Cllrs with meetings of the Group now likely to be by exception. Cllr Allan Blakemore to continue to act as Group Chair.
<b>Staff Complaints</b>	6 (to comprise of all members of Personnel Committee) Cllrs. Allan Blakemore, Jenny Haworth, Ann Carr, John Finlayson, Julie Towler and Mavis Wayman.
<b>Staff Appeals</b>	Cllrs Mark Cant, Mel Carr, Kelly Dickerson, Elizabeth



	Flanagan, Catherine Hart, Dave Jasper, and Stephen Winter.
<b>Larger Local Councils</b>	Cllrs. Allan Blakemore, John Finlayson + the Clerk.

**Current Council Working Groups:**

	<b>Committee</b>	<b>Members</b>
<b>Butterwick Road Cemetery</b>	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson and Julie Towler
<b>Estates</b>	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Dave Jasper, Julie Towler and Mavis Wayman
<b>Policy &amp; Records Management</b>	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Jenny Haworth and Mavis Wayman
<b>Finance</b>	P&R	Cllrs. Allan Blakemore, David Brown, Mel Carr, John Finlayson, Catherine Hart, Jenny Haworth and Dave Jasper.
<b>Fireworks</b>	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