
**You are hereby summoned to attend the Monthly Meeting of the
Sedgefield Town Council which is to be held at 7pm on
Monday 11th September 2023 in Sedgefield Parish Hall**



AGENDA

1. Apologies
2. Declaration of Interest
3. STC Minutes / Committee Reports:
 - a. Minutes of Monthly Meeting 10th July 2023
 - b. Minutes of P&R Committee 10th July 2023
 - c. Minutes of Environment Committee 10th July 2023
 - d. Minutes of Community Development & Engagement Committee 10th July 2023
 - e. Minutes of Finance Working Group 20th July 2023
 - f. Minutes of Estates Working Group 24th July 2023
 - g. Minutes of Personnel Committee 31st July 2023
4. Matters of Information
5. Dates of Meetings
6. Public Participation
7. Internal reports:
 - 7.1 Chairman's Report
 - 7.2 Mayor's Report
8. External Reports:
 - 8.1 Report From Durham County Councilor Chris Lines, Sedgefield Division
9. Correspondence:
 - 9.1 DM/23/02390/FPA – Conversion of The Old Smithy to 4 Self-Contained Holiday Homes (letter from Mr and Mrs Bick dated 29th August 2023)
 - 9.2 Planning application DM/23/02390/FPA – Conversion of Old Smithy to 4 Self-Contained Holiday Homes (email and letter from Dr and Mrs Manning dated 31st August 2023)
 - 9.3 Objection Planning Application The Old Smithy (email and attached letter from Dr Tammy Joyce dated 2nd September 2023)
 - 9.4 Petition Objecting To Planning Application Old Smithy and Objection Dr Jones (email and attachments from Dr Tammy Joyce dated 2nd September 2023)
 - 9.5 DM/23/02390/FPA – Conversion of Old Smith to 4 Self-contained Holiday Cottages, Cross Street (email from County Cllr Chris Lines dated 4th September 2023)

10. Current Planning Applications:

T. J. Ayre.

Dr Jane Ayre, Town Clerk, September 4, 2023



COMMITTEE: Policy & Resources
DATE: Monday 11th September 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 Parish Hall User Forum Update Report by Cllr John Finlayson
 - 5.2 Review of Attendance Management Policy Recommendation by Personnel Committee
 - 5.3 Review of Leave of Absence Policy Recommendation by Personnel Committee
 - 5.4 Review of Change Management Policy Recommendation by Personnel Committee
 - 5.5 Review of Adverse Weather Policy Recommendation by Personnel Committee
 - 5.6 Review of Disclosure and Barring Service (DBS) Policy Recommendation by Personnel Committee
 - 5.7 Review of Staff Working Time Policy Recommendation by Personnel Committee
 - 5.8 Review of Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy Recommendation by Personnel Committee
 - 5.9 Youth Shelter Recommendation by Estates Working Group
 - 5.10 Sedgefield Masjid Recommendation by Estates Working Group
 - 5.11 Sedgefield Parish Hall Report by Cllr Allan Blakemore
 - 5.12 Ceddesfeld Hall Signage Proposal Report by Cllr Allan Blakemore

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 10th July 2023
 - 6.2 Financial Budget Comparison as at 1st September 2023
 - 6.3 Debtors List as at 1st September 2023
 - 6.4 Direct Debits and BACS List for 1st – 31st July 2023 and 1st – 31st August

2023

- 6.5 July and August 2023 Bank Reconciliations Plus July and August 2023 Imprest Account and May, June and July 2023 Public Sector Deposit Fund Reconciliations Report by Town Clerk**
- 6.6 Exercise of Public Rights – Year End Accounts 31st March 2023 Update Report by Town Clerk**
- 6.7 DCC Tax Base and LCTRS Grant Proposals – Recommended Consultation Comments by Finance Working Group**
- 6.8 Internal Audit 2023/24 Report by Town Clerk**
- 6.9 Conclusion of 2022/23 Year End Accounts Report by Town Clerk**
- 7. Correspondence:**
 - 7.1 Letter from Angela Barron (hand delivered 8th August 2023)**
 - 7.2 ASB Action Plan Co Durham Darlington PCC (email and attachments from CDALC dated 23rd August 2023)**
- 8. Consideration of Reports Exempt from the Public:**
 - 8.1 Village Greens Update Report by Town Clerk**
 - 8.2 Ceddesfeld Hall Lease Update Recommendation by Estates Working Group**
 - 8.3 Gardener Vacancy Update Report by Town Clerk**
 - 8.4 Job Evaluation Update Report by Personnel Committee**
 - 8.5 Parish Hall Stage Curtains Recommendation Report by Estates Working Group**
 - 8.6 Spennymoor Youth and Community Association Draft Service Level Agreement For Academic Year 2023/24 Report by Town Clerk**
 - 8.7 Butterwick Road Cemetery Expansion Costings Update Report by Butterwick Road Cemetery Working Group**



T. J. Ayre.

**Dr Jane Ayre, Town Clerk
September 4, 2023**

COMMITTEE: Community Development & Engagement
Committee

DATE: Monday 11th September 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 Town Council Skipton Coach Trip Update Report by Town Clerk
 - 5.2 Town Council Annual Fireworks Display Update Report by Town Clerk
 - 5.3 Remembrance Sunday Update by Town Clerk
 - 5.4 Snow Party Update by Town Clerk
6. Correspondence:
 - 6.1 Guide Bench (email from Mrs Julie Towler dated 31st July 2023)
 - 6.2 Sedgefield Neighbourhood Watch (minutes of meeting held 13th July 2023)
 - 6.3 Sedgefield Youth Club Management Committee (minutes of meeting held 31st July 2023)
 - 6.4. Banner (email from Mrs Julia Rowsby, St Edmund's Christmas Tree Festival dated 2nd September 2023)

T. J. Ayre.

Dr Jane Ayre
Town Clerk
September 4, 2023



COMMITTEE: Environment Committee
DATE: Monday 11th September 2023
TIME: Following P&R Committee
VENUE: Sedgefield Parish Hall



AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
 - 5.1. Potential Parson Sculpture Report by Cllr Mel Carr and Town Clerk
 - 5.2. Trees Near South View, Sedgefield Update Report by Town Clerk
 - 5.3. Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator
6. Correspondence:
 - 6.1. Village Green (letter and accompanying images from Mr Jon Lee dated 28th July 2023)
 - 6.2. Query About Paths And Grounds (email from Ms Sheila Peden, Sedgefield Squash Club dated 3rd August 2023)
 - 6.3. Sedgefield In Bloom (minutes of meeting held 23rd August 2023)

T. J. Ayre.

*Dr Jane Ayre, Town Clerk
September 4, 2023*