

# Annual Report 2019/20



## Sedgefield Town Council





## **Welcome to Sedgefield Town Council's Annual Report 2019/20**

The purpose of this report is to explain how the Town Council has operated during 2019/20 and the work it has undertaken during this time.

The publication of this Annual Report would normally have coincided with our Annual Town Meeting allowing members of the public the opportunity to ask questions. However, due to the coronavirus pandemic there will not be an Annual Town Meeting in May but should you have any questions please send these to [town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk).

Further information regarding the Town Council can be found at our website [www.sedgefieldtowncouncil.gov.uk](http://www.sedgefieldtowncouncil.gov.uk).

## **Sedgefield Town Council**

Sedgefield Town Council serves the Parish of Sedgefield which includes the town itself and Thorpe Larches, Foxton and Embleton. The Council comprises of 15 elected Councillors. Each year in May at its Annual General Meeting the Council elects a Chair of the Council and a Mayor. In May 2019 Cllr Mel Carr was elected as Chair of the Council and Cllr Leo McCormack as the Mayor.

The Council conducts its business through a Committee system as follows:

Committee:	Meetings Held:
Monthly Meeting	2 <sup>nd</sup> Monday of every month
Policy & Resources	After each Monthly Meeting
Community Development & Engagement	3 <sup>rd</sup> Monday of every month
Environment	3 <sup>rd</sup> Monday of every month
Personnel	As required
Sedgefield Extra	As required
Community Chest	As required

(Please note: in some instances dates are changed because of Bank Holidays. No Committee meetings are held in August. An annual meetings calendar is displayed in the Council Offices, Town noticeboard and on the Council's website).

Details of the work of each of these Committees is contained later in this Report.

In addition to the Committees are a series of Working Groups which undertake research and investigation to propose recommendations for consideration by all Councillors at the relevant Committee. During 2019/20, the Council had Working Groups covering Estates, Finance, Policy & Records Management, Fireworks and Butterwick Road Cemetery.



## How To Contact Sedgefield Town Council

The Town Council operates from the Town Council Offices on Front Street, Sedgefield and is open to the public:

Monday	9am – 12 noon
Tuesday	9am – 12 noon
Wednesday	9am – 1pm
Thursday	9am – 12 noon
Friday	9am – 12 noon

Enquiries can also be made via the following:

Post: Town Council Offices, Front Street, Sedgefield TS21 3AT

Telephone: 01740 621273 (24 hour answerphone service available)

Email: [town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk)

We aim to respond within 5 working days to all such enquiries.

The Town Council also operates a residents email database through which we cascade information including planning updates, road and footpath closures, neighbourhood watch information etc. If you would like to register with this database please contact [jane@sedgefieldtowncouncil.gov.uk](mailto:jane@sedgefieldtowncouncil.gov.uk)



## Sedgefield Town Councillors

During 2019/20 the following Councillors held office:

<b>Cllr Allan Blakemore</b>  32 Beacon Avenue, Sedgefield 01740 621820	<b>Cllr David Brown</b>  Town Farm House, 3 West End, Sedgefield 01740 622894	<b>Cllr Mark Cant</b>  Mordon Moor Farm, Sedgefield 07818 243774
<b>Cllr Vanessa Carmichael</b>  47 Cunningham Court, Sedgefield 07889 219195	<b>Cllr Ann Carr</b>  3 The Square, Sedgefield 01740 629070	<b>Cllr Mel Carr</b>  3 The Square, Sedgefield 01740 629070
<b>Cllr Alda Hummelinck</b>  Resigned 06.10.2019	<b>Cllr Chris Lines</b>  41 White House Drive, Sedgefield 01740 623090	<b>Cllr Leo McCormack</b>  30 St Luke's Crescent Sedgefield 01740 621037
<b>Cllr Julie Towler</b>  6 Mitford Court Sedgefield 07979 376997	<b>Cllr Alf Walton</b>  New Dawn, Low Hard- wick Farm, Sedgefield 01740 620640	<b>Cllr Fiona Warrand</b>  14 Hawthorn Road Sedgefield 07452 939238
<b>Cllr Mavis Wayman</b>  32 White House Drive Sedgefield 01740 620337	<b>Cllr Gloria Wills</b>  Hare Hills Lodge, Sedgefield 01740 622447	<b>Cllr Kathrine Winter</b>  3 Millner Court Sedgefield 01740 629408  Joined 17.02.2020
<b>Cllr Stephen Winter</b>  3 Millner Court Sedgefield 07916 228929		

## **Message from the Chairman of Sedgefield Town Council - Cllr. Mel Carr**



I do hope that you and your loved ones are safe and well at this difficult time.

It is good to see all the support of volunteers, organisations, and the help and kindness that has been evident everywhere in this time of need.

I would like to say a big thank you to all the Town Councillors and Town Council staff who are working together in this unprecedented situation.

Due to Government restrictions, measures have been taken to ensure our Clerk Dr Jane Ayre and all Council staff comply with them, including being able to work from home. This enables secure and swift communication of Government information as it is issued.

Some of the various events and issues that the Town Council have been working on in the past year are summarised as follows:

Village greens are the responsibility of the Town Council and include areas of hardstanding that may not appear “green” but still come under the same restrictions. We would be pleased to help with any queries in regard to this. We continue to question and challenge where appropriate any issues of licensing or planning that could affect the village green or the conservation area.

Section 106 money (developers contributions paid to Durham County Council to reduce their impact on the community) is still being monitored to try and ensure that Sedgefield benefits from it.

Road safety, footpaths and rights of way are all items that we are concerned about. The right of way through Eden Gardens is one that is still being challenged by the Town Council.

Sedgefield Youth Club has grown a lot this year, with various community groups showing support to the club with donations.

## Message from the Chairman (continued)

Sedgefield Community College has been converted to an Academy run by the Laidlaw Trust. Whilst we did not oppose this, there are concerns about the access proposals and to ensure that the community can continue to use the sports facilities.

Plans are still going forward for the Butterwick Road Cemetery and land has now been purchased to enable this progress.

The Fireworks Display and Halloween Howler pumpkin competition and the Snow party were a success again.

The Sedgefield Plan is now in place thanks to a lot of hard work by the many people involved.

Sedgefield won Best Small Town (Gold and Category Winner) in Northumbria in Bloom and Gold in Britain in Bloom thanks to Sedgefield in Bloom volunteers working together with Town Council gardeners Stephen Young and Ben Gray.

We signed up to Durham County Council's Single Use Plastics Pledge (picture below) and are committed to reducing the amount of single use plastic waste created in our council offices and encouraged our Parish Hall users to do the same.

We welcome a new Councillor, Katherine Winter, and look forward to any new views she may have to bring to the meetings.

There are many events and functions that will have to be cancelled or postponed during the year ahead and for many it will be life changing. I am sure we will all rise to the challenge and do wish you all the best for the future.





## 2019 / 2020 Mayor's Report

### Cllr. Leo McCormack



It has been a great privilege and a real pleasure to represent the people of Sedgefield as Mayor, along with Sandra as consort. We have had a fantastic year attending many wonderful events both locally and up and down the region.

There have been so many highlights and I would like to name just a few. Opening the new bar at the Cricket Club was a real joy and later in the year we held a splendid 'Mayor at Home' session at the club which was allegedly the largest gathering of mayors seen in the North East. We both thoroughly enjoyed judging events and stalls at the Sedgefield Show in August, our 'Dance for Dementia', judging the pumpkin competition at the fireworks display and drawing the winner for switching on the Christmas lights on the village green. I found leading the two Remembrance day services very moving. However, the highlight of the year was the Mayor's Civic Ball which was a brilliant event enjoyed by all.

We have both been really impressed with the other Mayors who we met. Not only for the kindness, friendship and support they showed us, but for the amount of hard work, dedication and commitment they display in fundraising. Curiously a number of the Mayors from north of the Tyne had never heard of, or visited, Sedgefield before.

Finally I would like to say a massive thanks to the people of the town. There are so many people who we have worked with, shared time with, raised money with and generally made merriment with. Particular thanks go to the council staff and the Mayor's Charity Band for their unstinting support and for all the voluntary groups who have welcomed us and who continue to play such a vital role in the town. Special thanks to the parishioners of St John Fisher who have been really supportive in numerous ways.

Despite the COVID-19 pandemic curtailing a series of events during April, I am delighted to say that we raised approximately £6,500 for my chosen charities.



# Annual Report 2019/20



## **Chair of Committee Reports:**

### **Policy & Resources ( P&R) Committee - Cllr Gloria Wills (Chair)**

The Policy and Resources Committee is an extremely important committee in terms of the decision making process. It is usually held on the same night as the Monthly Meeting and all councillors are automatically members of this committee. Minutes of those meetings are available on the Sedgefield Town Council website alongside those of all of our other committees.

Once again this Committee has had a very challenging year.

Over the last few years Town Councils across the country have had to deal with austerity measures, and a variety of directives from Central Government, such as the Fairer Funding Policy and the retention of Business Rates to principle councils. As a Town Council we have had to consider how these measures could affect us in terms of planning for future developments.

We have already seen several small village dwellings becoming businesses and these changes have had an add-on effect on village life, particularly on parking. The Central Government Housing Policy has meant an increase in dwellings of over 10% for us, and we as a Council must consider the long term impact of these changes on our services within the village.

The impetus is even more important for the Council to have a sound financial and governance structure, with robust policies and procedures in place to ensure that the Council meets its fiduciary duties in terms of spending of public money, in line with the need for openness and transparency in its decision making processes.

This has been an underlying theme which this Council has always endeavoured to achieve on behalf of its residents, particularly in the allocation of public funds. It is also responsible for ensuring that all policies and procedures are in place to fulfil our legal obligations in this regard, including all governance and HR policies and procedures.

Every year we must ensure compliance with our Audit and Accountability role, and this year is no exception. We employ an independent internal auditor to fulfil this role. This will be our third year with our newly appointed external auditors Mazaars. Our Town Clerk and Financial Assistant have received extensive training in the financial package provided by EDGE. This package is designed for local government use.

Councillors made the decision a couple of years ago, to invest in this package and it has proved to be an excellent tool to enable precise, accurate and timely information to be available to all councillors on a monthly basis ensuring they are given the most up to date figures upon which to make all financial decisions. This year an additional module named Epitaph, was added to the package. This package is tailored to Burial and Cemetery procedures to enable us to process and store legal documentation which is necessary by law, safely and securely.



## Policy & Resources ( P&R) Committee (continued)

Over the course of the year we have reviewed our Standing Orders and Financial Regulations and other policies as they become due for revision and adoption, and we are making excellent progress in the addition of several Human Resource policies to add to our portfolio.

The Policy and Records Management Working Group continue to monitor all of our Policies and Procedures and make recommendations to this committee for their adoption.

This year we have been working hard to ensure that our budget is balanced and we have also continued to re-invest any profits from the £50,000 which was invested last year to achieve best value for public funds. We have also set aside capital as earmarked reserves for investment in the Cemetery expansion, and in up-grading the Council Offices when prudent to do so.

General Data Protection Regulations, (GDPR) came into force in May 2018. Since then the Town Council have taken the opportunity to take on a contract with an IT company, Evolve, to provide safe and secure storage for all the data which we hold, much of which is required by law. This has also required a substantial investment from our revenue budget however councillors felt it was their duty to ensure we were compliant in this regard.

The Finance Working Group continue to meet throughout the year to consider spending against budget and any proposals coming forward which require funding, making recommendations to this Committee.

The committee also have the added value of having our Internal Auditor in attendance to present any reports and take any questions from members about his findings. We would like to acknowledge the significant progress the staff have made on the day to day procedures which have been put in place as a consequence of these audits i.e. full assurance being given by the auditor. This provides assurance to members that the day to day processes are robust, and assurance to staff that they are doing an excellent job for the council and the general public that proper controls are in place.

The day to day delegation to our Responsible Financial Officer is set out in our Scheme of Delegation. This working group is open to all councillors and provides an opportunity to discuss in detail any proposals which will have a financial impact on the Council. Where possible spending is planned for, when the budget is set the previous year, together with an assessment of risk using a traffic light system of coding i.e High, Medium and Low Risk, shown as Red, Amber and Green.

In line with our code of Openness and Transparency, no decisions are taken by these working groups, only recommendations, which are taken to the Monthly Meeting of the Council or Policy &Resources Committee, for additional debate and approval, i.e Resolution.

All Town Council members receive comprehensive minutes to ensure they are informed of all debate and discussion which takes place within the working groups, and this enables all Councillors to make an informed decision when presented with a proposal.



## **Policy & Resources ( P&R) Committee    (continued)**

The introduction of working groups has given an opportunity to all Councillors who have special areas of interest to get involved in issues upon which they feel they can add value and expertise.

For 2020 we increased the precept by 5.4%. This was as a result of funding necessary to support the expansion of the Cemetery which is nearing capacity; also proposals to upgrade the Council Offices and to cover the loss of a substantial amount of funding which was lost as a result of the Local Council Support Grant being withdrawn. This means a reduction in income of £7352.00 which has been a factor in determining the increase in the precept.

This year we have managed to work within our budget setting funding aside for the cemetery expansion and whilst making huge investment in our public assets in particular the Parish Hall, which provides the community with a much loved facility and with some additional income for the council to invest in its upkeep.

Unfortunately with COVID-19 (Coronavirus), the Parish Hall will be closed for several months which will inevitably affect the budget figures. This kind of occurrence could not have been foreseen and therefore could have an effect on the end of year figures for 2020 and will need to be taken into account for the coming year.

Some of the additional investments are highlighted in the other Committee Reports, for example, we have already seen increased usage of the Fletcher Room since its refurbishment, and feel that this investment has had huge benefits already for the community, in particular its use as a youth club.

The expansion of the Cemetery, to ensure we can provide for future needs, will be a major piece of work, however looking ahead work will need to commence on looking for additional land for the future as the population increases. The Asset Management Plan will be important in this regard. The Medium Term Financial Plan will inform our future spending.

I would like to thank our Auditor Mr Gordon Fletcher for his work to date and to our RFO and Town Clerk, Dr Jane Ayre and our Financial Assistant Julia Rowsby for their commitment to this very important aspect of our work.

The progress we have made would not have been possible without the support and commitment of my fellow Councillors, and I would like to thank them personally for their contributions, and in particular Cllr Mel Carr for his invaluable contribution, particularly on the Financial aspects of this committee.

## Community Development & Engagement Committee –

### Cllr Allan Blakemore (Chair)

During the course of this last year the number of residents in Sedgefield has increased significantly and I think this may have contributed to another successful year of the events that we have undertaken within the village.

Each year we have our Halloween Howler and Firework Display in Ceddesfeld Hall grounds. The display was well received, with fairly consistent numbers to previous years and there were a number of comments that it was the best display we have held. We have had a steady increase in the entrants for the Halloween Howler pumpkin competition in recent years so picking the winner was even more challenging, however, we hope to see the interest in this event continue.

At the Snow Party, Santa had a full schedule as all the tickets to visit the grotto were sold out long before the event. So just a reminder for this year, in order to avoid disappointment, buy your tickets early! A good time was had by all who attended the Parish Hall and had their face painted, spent time on the bouncy castle or nibbled on some of the goodies baked by Sedgefield Youth Club whilst they waited. In Ceddesfeld Hall there was a great turnout to the Christmas craft fayre. Thanks to all our stall holders and to the Pop In club for providing the (very popular) refreshments. We made a number of changes to the snow parade element and had Sedgefield Community College's Brass Band play in St Edmund's Church prior to switching on of the lights on the village green which proved to be a much better experience for all. We will look to do something similar this year if the event is able to go ahead.

My fellow Councillors and I have had a number of comments on the success of these, and all other council events, particularly the low the cost of the tickets. We do not aim to make a profit with community events and think it is more important to make sure our events inclusive and affordable for families with a number of children to bring the community together.



## **Personnel Committee - Cllr Gloria Wills (Chair)**

The Personnel Committee which was set up in 2014, has once again been extremely busy and proactive and forms an essential and valued part of our governance structure.

This year our attention has been on reviewing our staffing structure, looking carefully at our succession planning, and continuing to complete an overhaul of our Human Resource Policies which in turn will form part of our Staff Handbook.

We are also fully aware of the complexity of personnel policy and as a small council we cannot maintain a level of expertise within our staff which is required in today's society, therefore the Town Council have also agreed to a Service Level Agreement with Durham County Council, to use the expertise of their Human Resource Advisors, to ensure we have the most correct and up to date advice possible when considering personnel matters if and when they arise.

Again, being a small organisation it is important to consider succession planning. Two years ago we employed a new gardener, and this has proved to be a very good appointment. We also looked at the changing world of social media and communications, particularly with regard to access by the general public, and with this in mind we appointed to the role of Projects & Media Co-ordinator which has also proven an invaluable appointment.

We have consolidated and reviewed workloads and job descriptions to ensure that our staff are being used most effectively and efficiently whilst giving them opportunities for training and development. This is extremely important to us. The latest Epitaph training, Dementia awareness and First Aid training are all examples of this.

This year we appointed a new member of staff in the role of Parish Hall Security Officer. Adam Heath replaced our long standing employee Les Parrish who retired after many years working for the Council. Les was a much loved and respected member of the team.

We also need to acknowledge the total commitment from all staff members, who have worked together to ensure that all of our community events, and commitments throughout the year are a success. In a small organisation the good will of the staff is essential in making these events happen.

I would like to express my personal thanks to our Town Clerk Dr Jane Ayre, and to all of our staff members and to members of this Committee for their support and commitment throughout the year and in particular the Vice Chair Cllr Ann Carr for her invaluable contribution.



## **Community Chest Committee - Cllr Vanessa Carmichael (Chair)**

Sedgefield benefits from an extremely proactive and invaluable community and voluntary sector many of whom rely on grants and fundraising opportunities to function. With this in mind the Council introduced the Community Chest Fund. The Fund is supported by a ring fenced amount of £500 each financial year, which allows local groups and organisations to access small donations. Any unspent funding is carried over to the next financial year. This year the awards limit was increased to a maximum of £100 in any one grant, however most grants are around £50.

Organisations can apply by letter to the contact below, setting out why the funding is required and what it will be spent on, together with an explanation of how it will benefit the residents in Sedgefield.

The remit of this Committee is to award grants to good causes, local groups and organisations which add value or have a direct benefit to Sedgefield and its residents. You do not need to have charity status to apply. Organisations who bring some kind of benefit to Sedgefield and its community by hosting events; and individuals who by their actions bring a benefit to the community may also be considered.

This year we have awarded £575 in grants to the following groups: Sedgefield Community College's chosen charity Cancer Research UK, Sedgefield Neighbourhood Watch, Sedgefield Ploggers, Great North Air Ambulance, 1st Sedgefield Guides, Sedgefield Baby & Toddler Group & Sedgefield Players.

If you feel your group or organisation would benefit from a small donation please do not hesitate to contact the Town Clerk, Dr Jane Ayre at the Council Office, Sedgefield, TS21 3AT.

## **Sedgefield Youth Club Management**

### **Committee - Cllr Julie Towler (Chair)**

This year, Sedgefield Youth Club has gone from strength to strength, gaining more members each week. The average attendance is now around 30 each evening although this is mainly juniors, with plenty of room in the senior session for more attendees. Our youth club staff Victoria and Christine do a fantastic job in planning the sessions and have had a lot of praise from the community.



During the year, the club joined in with several Town Council events including the Fireworks Display at Ceddesfeld Hall Grounds and the Snow Party, where they baked themed cakes, biscuits and sweets to sell, with all money raised going to the club.

The club was chosen as one of Sedgefield Co-op's local causes last year which was widely promoted on social media and at council events. We're very grateful for all households who chose the club as their local cause and will announce the amount raised once the round of causes is over at the end of the year. We also received donations from Sedgefield Village Veterans and Sedgefield Blues Club which will make a huge difference to the club this year.

The Town Council's Projects & Media Co-ordinator was successful with funding applications to the AAP on two occasions; gaining funding for Easter and Summer holiday sessions, including trips and parties, however, due to the COVID-19 pandemic, all youth club sessions were cancelled in mid-March until further notice. It is our hope that once it is safe to do so and the youth club re-opens, we can keep the same momentum and continue to provide the activities our members love.

## Sedgefield Extra Committee - Cllr Chris Lines (Chair)

As usual, we published four editions of Sedgefield Extra during the civic year. They were all inserted into the corresponding issue of Sedgefield News and delivered to residents, with additional copies available from the town council offices, and on request. Once again, the town council is grateful to Sedgefield Development Trust and its volunteers, who have delivered the Extra on our behalf.

Although there are limited opportunities for changing the type of content that appears in the Extra, we tested some new ideas during the year. In addition, we had one issue that coincided with the lead-up to the community referendum for The Sedgefield Plan, and we printed that in full colour. The modest additional cost for that came from the plan's marketing budget and, we believe, it enhanced the resulting edition of the Extra.

The publication of Sedgefield Extra complements the other communications activity undertaken by the town council, and it's now a matter of course that, as well as being printed, each issue is posted online and shared via social media. We will continue to explore ways in which we can vary and improve what appears in the Extra and welcome suggestions from residents (please send comments to [natalie@sedgefieldtowncouncil.gov.uk](mailto:natalie@sedgefieldtowncouncil.gov.uk)).



## **Review of the Past Year: Dr Jane Ayre, Town Clerk**

I am delighted to report that 2019/20 has been a very busy and productive year for Sedgefield Town Council.

We have welcomed over 3500 visitors through the Town Council Office doors and answered over 1600 phone calls made just to our Council's reception line alone. We continue to take great pride in being able to help people with their concerns and very varied enquiries. In roughly 300 instances these enquiries related to matters handled by Durham County Council and we progressed these on behalf of individuals. My thanks go to Jane Young, Julia Rowsby and Natalie Chowns-Smith for dealing so professionally with all enquiries received.

During 2019/20 Sedgefield's flower beds, tubs and open spaces have looked stunning and received numerous awards and accolades as well as bringing pleasure to many. My thanks go to Stephen Young and Ben Gray for their continuing dedication and hard work. I would also like to express thanks to members of the Sedgefield In Bloom Group.

2019/20 has seen the Town Council deliver another very busy programme of community events. The capacity of our twice yearly coach trips was nearly doubled and both trips were sell-outs clearly showing their popularity. Tub planting, as part of our entries into Britain and Northumbria In Bloom competitions, took place in glorious weather and it was a joy to witness the enthusiasm shown by young people from across the Town as well as see flowers bloom over the summer months. Yet another spectacular Fireworks Display was held in November 2019 in the grounds of Ceddesfeld Hall which was very well attended and enjoyed by all along with the ever popular Halloween Howler competition which generated some amazing entries presenting our Mayor with the challenge of selecting a winning entry. A poignant and very fitting service was held on Remembrance Sunday to allow the Town to pay its respect.

Our Snow Party in December 2019 was very well attended with lots of children having greatly enjoyed their visit to see Santa, taken part in the free activities in the Parish Hall, visited the Craft Fayre in Ceddesfeld Hall and attended a carol service in St Edmund's Church before seeing the Town's Christmas lights being switched on to mark the start of the festive season. I would like to express thanks to the Rotary Club of Sedgefield for once again gifting to the Town a wonderful Christmas Tree. The Mayor of Sedgefield provided a programme of events over the last year with the Town Council directly supporting his quiz, Carol Service and Charity Ball. I would like to thank all staff and Councillors for their involvement and enthusiasm in these events.



## Review of the Past Year (continued)

The 'making' of our Neighbourhood Plan, The Sedgefield Plan, following an overwhelmingly positive

## *The Sedgefield Plan*

*Shaping the future of our area*

community referendum result was a key achievement in 2019/20 and reflects the hard work put into this document over many years by lots of people. It would be remiss of me not to highlight this achievement in my summary of the year. Another notable achievement was the successful conclusion of land purchased from Durham County Council to now enable our expansion of Butterwick Road Cemetery to progress at a faster pace in 2020/21.

The popularity of the Parish Hall as a venue used by many for a wide range of different activities continued during 2019/20. Our Parish Hall refurbishment programme continued during the year resulting in the installation of a new hearing loop and audio system in the Main Hall and new staircase carpets. A new bar cooler has been approved and will be installed soon. I would like to thank Joyce Stephenson and Adam Heath for their work in ensuring that the Hall is always ready and welcoming for users.

During 2019/20 we said farewell to Les Parrish (pictured right) who had worked at the Town Council for over thirty years. During the course of his time with the Council Les worked in a number of different roles but latterly was known for his dedication and hard work in relation to the Parish Hall. It was therefore very fitting that his farewell party was held in the Fletcher Room of the Parish Hall and it was wonderful that so many people came along to wish him well.



In summary, 2019/20 has been a very busy and productive year. I would like to thank all Town Councillors for their active participation over the last year. I would also like to say a very big thank you to all Town Council staff who work tirelessly for this town.

At the time of writing this report we are in the throes of the coronavirus pandemic and there is obvious uncertainty regarding the re-opening of the Parish Hall, the Town Council's programme of community events and more. Please be assured that the Town Council continues to operate throughout these times and will keep you updated via our website [www.sedgefieldtowncouncil.gov.uk](http://www.sedgefieldtowncouncil.gov.uk), Twitter (@SedgefieldTC), Sedgefield Extra and residents database, which you can join by emailing [jane@sedgefieldtowncouncil.gov.uk](mailto:jane@sedgefieldtowncouncil.gov.uk).

Please stay safe.

# Annual Report 2019/20

The P&R Committee met on 13th January 2020 to consider the precept request for 2019/20. Through continued financial vigilance Sedgefield Town Council was able to keep its increase in precept to 5.4% on a Band D rating.

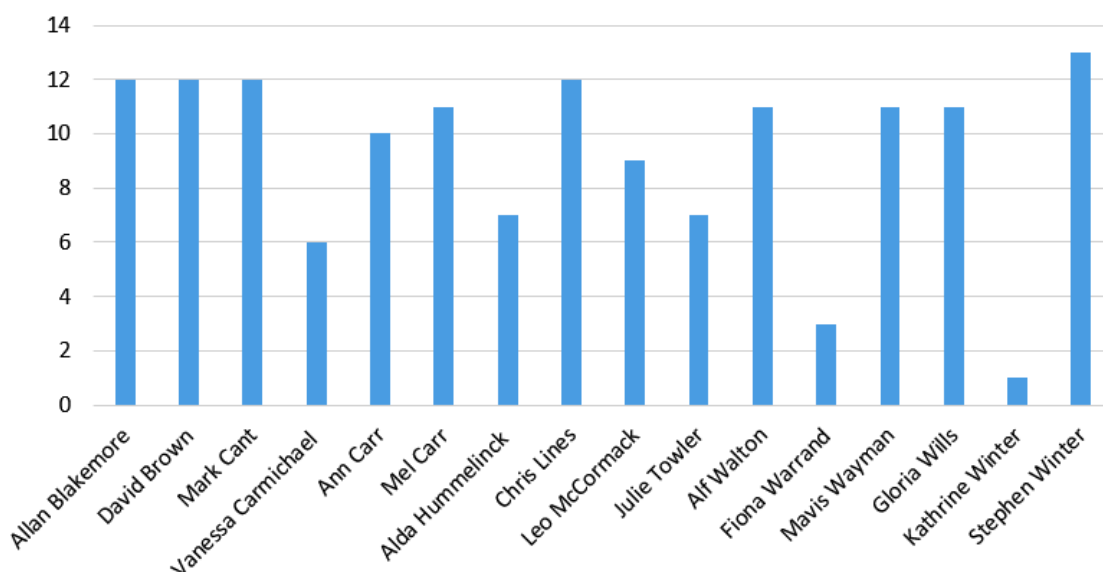
Copies of the Town Council's Accounts for 2019/20 are produced separately and are available to the public via the Town Council Offices and the website.

In accordance with legislation, it is a statutory requirement to publish allowances received by members of the Town Council. The agreed allowance per month for Members of Sedgefield Town Council is £25.74. This was claimed over the past civic year by:

Cllrs David Brown, Vanessa Carmichael, Ann Carr, Mel Carr, Julie Towler, Alf Walton, Fiona Warrand, Mavis Wayman, Gloria Wills

## Councillor Attendance at Meetings

A request was made to publish the attendance record of Members of the Town Council in 2013/14. This request was agreed and below are the attendance figures for the Council's Monthly meetings, Annual General Meeting and Annual Town Meeting (Total 13) for 2019/20. These figures do not include attendance at Special meetings, Committee meetings, Working Group meetings or other meetings.



Notes:

Cllr Alda Hummelinck resigned from the Town Council on 6th October 2019

Cllr Kathrine Winter was co-opted onto the Town Council on 17th February 2020

## INCOME AND EXPENDITURE ACCOUNT

		Unaudited
31/03/19		31/03/20
£		£
	<u>Income</u>	
1,207.37	Bank Interest	1,549.06
13,460.75	Mayor's Charity	11,979.60
3,070.00	Ceddesfeld Hall	3,070.00
266,777.09	Precept	285,451.48
30,084.75	Parish Hall Hire	26,286.00
2,013.99	Community Services	3,493.41
60.00	Open Spaces	70.00
5,329.03	Cemetery Lodge	6,304.52
8,297.00	Cemetery	4,409.00
3,800.65	Events	4,021.45
3,802.45	Environment	3,695.77
11,172.00	LCTRS DCC Grant	7,352.00
2,054.51	Income Misc	1,196.22
351,129.59	TOTAL INCOME	358,878.51
	<u>Expenditure</u>	
8,494.02	Council Offices	10,855.62
15,166.15	Community Development	14,083.29
58,083.49	Environment	20,080.14
31,007.28	General Administration	19,686.73
951.24	Grants	40,575.00
8,628.02	Loan Repts	8,628.02
17,098.63	Mayor's Charity	10,846.95
7,045.00	REFURB Parish Hall	4,904.50
14,451.39	Parish Hall	15,150.97
179,886.83	Personnel	192,083.75
77.00	Civic Hospitality	200.21
3,168.96	Cemetery Lodge	1,339.71
9,205.72	Cemetery	21,213.27
595.96	Sedgefield Plan	240.00
0.00	Sowers and Growers	0.00
353,859.69	TOTAL EXPENDITURE	359,976.51
247,352.67	Balance as at 01/04/19	130,405.42
351,129.59	Add Total Income	358,878.51
598,482.26		489,283.93
353,859.69	Deduct Total Expenditure	359,976.51
0.00	Stock Adjustment	0.00
-114,217.15	Transfer to/from reserves	39,500.00
130,405.42	Balance as at 31/03/20	168,807.42

## CONSOLIDATED BALANCE SHEET

31/03/19		Unaudited 31/03/20
£	<u>Long Term Assets</u>	£
0.00		0.00
0.00	TOTAL LONG TERM ASSETS	0.00
	<u>Current Assets</u>	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
13,765.86	VAT Recoverable	6,472.90
2,127.74	Debtors	1,329.50
56.62	Payment in Advance	6,245.20
322,717.02	Cash in Hand at Bank	331,938.02
338,667.24	TOTAL CURRENT ASSETS	345,985.62
338,667.24	TOTAL ASSETS	345,985.62
	<u>Current Liabilities</u>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
7,675.80	Creditors	16,049.18
0.00	Receipts in Advance	43.00
7,675.80	TOTAL CURRENT LIABILITIES	16,092.18
330,991.44	TOTAL ASSETS LESS CURRENT LIABILITIES	329,893.44
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
330,991.44	NET ASSETS	329,893.44
	Represented by	
130,405.42	General Fund	168,807.42
10,481.56	Parish Hall Refurbishment	10,481.56
40,000.00	T Hill – Sedgefield Harriers	0.00
22,500.00	T Hill – Sedgefield Bowls Club	22,500.00
6,606.54	Mayor's Charity	6,606.54
997.92	Sedgefield 700+	997.92
120,000.00	Butterwick Cemetery Expansion	120,000.00
0.00	Community Chest	500.00
330,991.44		329,893.44



## Contact Details

### SEDGEFIELD TOWN COUNCIL OFFICES

Front Street, Sedgefield TS21 3AT

01740 621273

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Mrs Julia Rowsby	Financial Assistant/ Receptionist	<u><a href="mailto:julia@sedgefieldtowncouncil.gov.uk">julia@sedgefieldtowncouncil.gov.uk</a></u>
Mrs Jane Young	Mayor's Secretary/ Admin Assistant	<u><a href="mailto:jane@sedgefieldtowncouncil.gov.uk">jane@sedgefieldtowncouncil.gov.uk</a></u>
Ms Natalie Chowns-Smith	Projects & Media Co-ordinator	<u><a href="mailto:natalie@sedgefieldtowncouncil.gov.uk">natalie@sedgefieldtowncouncil.gov.uk</a></u>
Mr Stephen Young	Head Gardener & Cemetery	Via Council Offices
Mr Ben Gray	Gardener	Via Council Offices
Mrs Joyce Stephenson	Parish Hall Care-taker & Cleaner	Via Council Offices
Mr Adam Heath	Parish Hall Security Officer	Via Council Offices