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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  
Monday 11<sup>th</sup> December 2023 in Sedgefield Parish Hall**

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## **AGENDA**

1. **Apologies**
2. **Declaration of Interest**
3. **STC Minutes / Committee Reports:**
  - a. **Minutes of Monthly Meeting** 13<sup>th</sup> November 2023
  - b. **Minutes of P&R Committee** 13<sup>th</sup> November 2023
  - c. **Minutes of Environment Committee** 13<sup>th</sup> November 2023
  - d. **Minutes of Community Development & Engagement Committee** 13<sup>th</sup> November 2023
  - e. **Minutes of Finance Working Group** 16<sup>th</sup> November 2023
  - f. **Minutes of Personnel Committee** 20<sup>th</sup> November 2023
  - g. **Minutes of Special Town Council Meeting: Expansion of Butterwick Road Cemetery** 20<sup>th</sup> November 2023
  - h. **Minutes of Policy & Records Management Working Group** 21<sup>st</sup> November 2023
  - i. **Minutes of Estates Working Group** 27<sup>th</sup> November 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 **Town and Country Planning Act 1990 – Planning Consultation (letter from Mr Mark Sandford, Durham County Council dated 17<sup>th</sup> November 2023)**
  - 9.2 **Final Recommendations County Durham (email from Local Government Boundary Commission for England dated 28<sup>th</sup> November 2023 and from CDALC dated 28<sup>th</sup> November 2023) [Note: all information issued to Cllrs electronically on 29<sup>th</sup> November 2023]**
10. **Current Planning Applications:**

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, December 4, 2023

**COMMITTEE:** Policy & Resources  
**DATE:** Monday 11<sup>th</sup> December 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 Council's Publication Scheme Recommendation Report by Policy & Records Management Working Group
  - 5.2 Review of Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group
  - 5.3 Review of Social Media Policy Recommendation Report by Policy & Records Management Working Group
  - 5.4 Review of Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group
  - 5.5 Review of Mayor's Handbook Recommendation Report by Policy & Records Management Working Group

**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> November 2023
  - 6.2 Financial Budget Comparison as at 1<sup>st</sup> December 2023
  - 6.3 Debtors List as at 1<sup>st</sup> December 2023
  - 6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> November 2023
  - 6.5 November 2023 Bank Reconciliations Plus November 2023 Imprest Account and October 2023 Public Sector Deposit Fund Reconciliations Report by Town Clerk
  - 6.6 Internal Audit 2023/24 Report by Finance Working Group
  - 6.7 Review of External Grant Funding Policy & Procedures Recommendation Report by Policy & Records Management Working Group
  - 6.8 Review of Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group

- 6.9 **Review of Confidential Reporting Code Including Anti-Fraud and Corruption Policy Recommendation Report by Policy & Records Management Working Group**
- 7. **Correspondence:**
  - None**
- 8. **Consideration of Reports Exempt from the Public:**
  - 8.1 **Village Greens Update Report by Town Clerk**
  - 8.2 **Job Evaluation Outcome Report by Personnel Committee**
  - 8.3 **Quotation For Refurbishment Of Centre Of Turning Circle Recommendation by Estates Working Group**
  - 8.4 **Quotation For InspectEDGE Recommendation by Town Clerk**



*T. J. Ayre.*

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

**COMMITTEE:** Community Development & Engagement  
Committee

**DATE:** Monday 11<sup>th</sup> December 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 York Coach Trip Report by Town Clerk
  - 5.2 Snow Party Update by Town Clerk
6. Correspondence:
  - 6.1. Sedgefield Neighbourhood Watch (minutes of meeting held 9<sup>th</sup> November 2023)
  - 6.2 Mediaeval Fayre (email from Mr John Robinson dated 29<sup>th</sup> November 2023)

*T. J. Ayre.*

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



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**COMMITTEE:** Environment Committee  
**DATE:** Monday 11<sup>th</sup> December 2023  
**TIME:** Following P&R Committee  
**VENUE:** Sedgefield Parish Hall

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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:  
None.
6. Correspondence:  
None.

*T. J. Ayre.*

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