

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **MARCH
MONTHLY MEETING** of the **Council** held

at 7pm

on

Monday 11th March 2024

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman) and

Cllrs. David Brown, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Mark Cant, Ann Carr, Kelly Dickerson and John Finlayson.

2. Declaration of interest:

Cllr Elizabeth Flanagan declared an interest in any matters relating to Sedgefield Players and the Parish Hall. No other Cllrs made any declarations of interest.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly meeting held Monday 12th February 2024:

These were confirmed as a correct record. (SW / DJ)

b. Minutes of the P&R Committee held Monday 12th February 2024:

These were confirmed as a correct record. (JH / EF)

c. Minutes of the Environment Committee held Monday 12th February 2024:

These were confirmed as a correct record. (M Carr / JH)

d. Minutes of the Community Development Committee held Monday 12th February

2024:

These were confirmed as a correct record. (SW / DJ)

e. Minutes of the Personnel Committee held Monday 19th February 2024:

These were confirmed as a correct record. (JH / MW)

f. Minutes of the Estates Working Group held Monday 19th February 2024:

These were confirmed as a correct record. (M Carr / MW)

Cllr E Flanagan referenced item 16 of these minutes and commented that Sedgefield Players were not happy to pay for the refurbishment of the Parish Hall's bar shutters as had been stated by a Cllr at the Estates Working Group meeting but that they may in the future be willing to seek grant funding for such.

g. Minutes of the Finance Working Group held Thursday 22nd February 2024:

These were confirmed as a correct record. (JH / DJ)

RESOLVED:

- i) **To accept all of the minutes as above and recommendations contained therein.**
- ii) **The Clerk to put the matter of the bar shutters in the Parish Hall onto the Estates Working Group's next agenda with clarification on the position of Sedgefield Players.**

4. Matters of Information:

4.1 DM/23/02390/FPA – The Old Smithy, Sedgefield:

No further information has been received regarding this planning application. The Clerk had issued a request to Mr David Richards, DCC Planning Officer, for an update in relation to this planning application and explanation for the delay in relation to this application. A response was now awaited. Cllr David Brown stated this planning application had been refused by DCC on Monday 4th March 2024. The Clerk confirmed the Town Council had not been made aware of this decision nor supplied with a copy of the Planning Officer's report as had been previously requested. The Clerk will contact Mr Richards again with request for such a report and include both local County Cllrs in to make them aware of this matter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.2 Planning application DM/23/02968/FPA – proposed two storey dwelling to land to the rear of 5 West End, Sedgefield and associated parking and the felling of

3 no trees:

The Clerk had informed Mr David Richards, DCC Planning Officer, that providing the recommendation was for this planning application be refused then the Town Council was happy for this to be an Officer delegated decision but if the recommendation was for the planning application to be accepted then the Town Council, as per its submitted comments, requested this application be called in for determination by Full Planning Committee. The Clerk had requested a copy of the Planning Officer's report regarding this planning application as it wanted to see the reasons for refusing/accepting. The Clerk had also requested that if there was any appeal relating to this application that the Town Council's submitted objections feature in any report produced as a result. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.3 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-3.

RESOLVED:

To receive the information and to close this matter.

4.4 Additional Planning Applications:

No objections or comments were submitted by Cllrs to the Clerk regarding planning applications DM/23/03559/FPA, DM/24/00245/FPA and DM/24/00248/PNA.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings in March plus events until April 2024. The Clerk informed Cllrs that the Estates Working Group meeting which had been scheduled to take place earlier that day had been postponed due to other work priorities.

RESOLVED:

To receive the information.

6. Public Participation:

The Chairman, Cllr Mel Carr, closed the meeting for the public to give their views and comments.

County Cllr Chris Lines commented that his latest report is to be considered under agenda item 8.1. County Cllr Lines also reported that work towards the installation of a speed matrix sign on Stockton Road leading into the entrance of Sedgefield is progressing well. The EDRC APP, on behalf of DCC's Highways, have contacted both local County Cllrs to see if they are happy to make a contribution towards the cost of this facility and both have agreed. County Cllr Lines said he hoped the sign would be installed as soon as possible.

The Chairman thanked the public for their comments and re-opened the meeting.

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed his work since the last Monthly Meeting.

RESOLVED:

To receive this information in the Chair's Report.

7.2 Mayor's Report:

Prior to the meeting the Clerk had circulated to all a Mayor's Report which provided details of the Mayor's actions since the last Monthly Meeting as well as forthcoming plans.

RESOLVED:

To receive the information in the Mayor's Report.

8. External Reports:

8.1 Report From Durham County Councilor Chris Lines, Sedgefield Division:

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgefield Division.

RESOLVED:

To receive this information.

9. Correspondence:

None.

10. Current Planning Applications:

A schedule of the current planning applications had been circulated prior to the meeting.

Applications were considered, and the following comments were made (Note: number refers to the number on the circulated list):

- 10.1 DM/24/00239/FPA – change of use of woodland to form extension to existing play area introducing additional play equipment including a 14.59m high tower play structure, Top Play Area, Hardwick Country Park, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.2 DM/24/00259/FPA – front and side single storey extensions, solar panels to rear roof slopes, driveway alterations, detached outbuilding and installation of hedging and 0.9-1.2m metal railing fence to front garden, 3 Hardwick Road, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.3 DM/24/00372/PNA - prior notification for the erection of new straw and fodder storage building to east of site, 60.96m long x 15.24m wide and 6m height, Bridge House, Butterwick Road, Fishburn:**
Cllrs did not have any objection to this application.
- 10.4 DM/24/00382/FPA – uninterrupted power supply room building, relocation of existing bin store to two areas, installation of concrete pad and erection of new timber bin enclosures to accommodate, Centre For Process Innovation, John Walker Road, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.5 DM/24/00383/FPA – uninterrupted power supply room building, The Neville Hambin Building, Thomas Wright Way, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.6 DM/24/00458/FPA – replacement of ground floor windows, two additional ground floor windows, replacement of timber frames, Lealholme, Mordon:**
Cllrs did not have any objection to this application.
- 10.7 DM/24/00513/FPA – replacement timber windows, 6 High Street, Sedgefield:**
Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1 – 7 above to be submitted to DCC Planners.

ADDITIONAL PLANNING APPLICATION:

The Clerk reported that earlier that day the latest list of planning applications published by DCC had been circulated to all Cllrs. This list included the following planning application which needed to be considered by Cllrs:

DM/24/00440/PNA – prior notification for erection of agricultural straw and feed storage building 48.76m in length, 18.28m in width and 7.93m to ridge height, Preston Tilery Farm, Ricknall Lane, Preston le Skerne:

RESOLVED:

Cllrs to forward comments on the above planning applications to the Clerk by no later than 9am on Monday 18th March 2024.

The Chair thanked everyone for attending and closed the meeting at 7.15pm

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **MARCH**
POLICY & RESOURCES of the Council

held following the **Monthly Meeting**

on

Monday 11th March 2024

in

Sedgefield Parish Hall.

Present

Cllr. Jenny Haworth (Chair) and

Cllrs. David Brown, Mel Carr, Elizabeth Flanagan, Peter Hinde, Dave Jasper,
Julie Towler, Mavis Wayman and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Mark Cant, Ann Carr, Kelly Dickerson and John Finlayson.

2. Declaration of interest:

Cllr David Brown declared an interest in item 7.1. as Chair of DCC's Licensing Committee.
No other Cllrs made any declarations of interest.

3. Matters of Information:

3.1 Terrace Hill Discussion:

The Clerk and Head Gardener & Cemetery Superintendent met on-site in Ceddesfeld Grounds with Mr Martin Lowe of Historic England on 2nd June 2023. A follow-up meeting has now taken place with DCC's Conservation Officer and Tree Officer(s) who recommend the Clerk now liaises with DCC's Head of Ecology in order that appropriate specifications and costings can be sought so a further Discussion Meeting can be scheduled with Town Cllrs. Priority work relating to budget planning and community events has meant no further action has taken place in relation to this item. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.2 ASB Action Plan:

Ms Kate Ward of DCC is to contact the Town Council when she has scoped out a project to install a CCTV camera, new block paving, installation of bollards and a heavy-duty bin at the Youth Shelter. County Cllr Lines is also going to contact Ms Ward to request an update. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.3 Refurbishment of Turning Circle Centre:

The contractor has been informed of their successful quotation and requested to schedule this work as soon as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 InspectEDGE:

An official order has been placed to purchase InspectEDGE. It is envisaged that this system will be installed and training arranged once year-end procedures have been completed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 Section 106 Application – Sedgefield Town Council Butterwick Road Cemetery Expansion:

The Clerk reported that a letter had been received from DCC earlier that day indicating that the Town Council were to be awarded Section 106 monies to expand Butterwick Road Cemetery, however, the Clerk had requested a meeting with DCC as there were a number of anomalies which required clarification. The Clerk hoped that such a meeting would take place later this week and she would report the outcome to the Finance Working Group at their meeting on 28th March 2024 and then update the April 2024 P&R Committee meeting. The Clerk to keep Cllrs

updated on this matter.

RESOLVED:

To receive the information.

3.6 Annual Headstone Safety Testing 2023/24:

An update report will be presented to the April 2024 P&R Committee meeting, however, the identified Category 1 headstone was laid flat on 21st February 2024 due to its location and safety concerns. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Funding Butterwick Road Cemetery Expansion:

The Clerk is now exploring the Public Works Loan application process. The Clerk to keep Cllrs updated on this matter. The Clerk confirmed that consideration will be given to the outcome of item 3.5 in this matter.

RESOLVED:

To receive the information.

3.8 Internal Audit:

The scheduled internal audits took place on 28th-29th February 2024. Audit findings reports when received will be presented to the March 2024 Finance Working Group meeting and then brought to the April 2024 P&R Committee meeting. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Trees Near South View:

The Clerk has written to Ms Stubbings to acknowledge her correspondence and given until Friday 1st March 2024 for her to confirm whether or not she accepts the Town Council's offer in relation to these trees. No response has been received so the Town Council will now proceed with seeking permissions for its own treeworks

and then schedule this work as soon as possible thereafter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 Grass Cutting 2024/25 and 2025/26:

The successful contractor has been informed and grass cutting work will commence in 2024/25.

RESOLVED:

To receive the information and to close this matter.

3.11 Remedial Electrical Work in Parish Hall:

The successful contractor has been informed and requested that they schedule this work as quickly as possible around hire bookings. The Estates Working Group will consider the findings of the ECIR reports relating to both the Parish Hall and the Town Council Offices and bring any required recommendations to a future P&R Committee meeting.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Jenny Haworth, closed the meeting for the public to give their views. The member of public in attendance did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

5.1 Reviewed Butterwick Road Cemetery Rules and Regulations

Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Reviewed Butterwick Road Cemetery Rules and Regulations Recommendation Report by the Estates Working Group which was accompanied by the reviewed Rules and Regulations.

RESOLVED:

i) To adopt the reviewed Butterwick Road Cemetery Rules and

Regulations with immediate effect.

- ii) **The new Butterwick Road Cemetery Rules and Regulations to be displayed on the Town Council's website.**

5.2 Reviewed Butterwick and Winterton Allotments Rules and Regulations Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Reviewed Butterwick and Winterton Allotments Rules and Regulations Recommendation Report by the Estates Working Group which was accompanied by the reviewed Rules and Regulations.

RESOLVED:

- i) **To adopt the reviewed Butterwick and Winterton Allotment Rules and Regulations with immediate effect.**
- ii) **The new Butterwick and Winterton Allotment Rules and Regulations to be displayed on the Town Council's website.**

5.3 Reviewed Parish Hall User Policy Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Reviewed Parish Hall User Policy Recommendation Report by the Estates Working Group which was accompanied by a reviewed User Policy. Cllr Elizabeth Flanagan pointed out that there is no longer a glass recycling facility at Sainsburys and this reference should be removed (page 14). Cllrs agreed.

RESOLVED:

- i) **With the deletion of reference to glass recycling facility, to adopt the reviewed Parish Hall User Policy with immediate effect.**
- ii) **The new Parish Hall User Policy to be displayed on the Town Council's website and shared with all the Hall's Regular Users.**

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 12th February 2024:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 12th February 2024 numbered 110778 to 110792. The Clerk circulated to all an updated list which also included cheques numbered 110793 to 110798.

RESOLVED:

- i) All cheques and invoices were approved for payment.**
- ii) Cllrs Mel Carr and David Brown plus the Town Clerk to duly sign the cheques.**

6.2 Financial Budget Comparison as at 1st March 2024:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 1st March 2024.

RESOLVED:

To receive the financial budget comparison as at 1st March 2024.

6.3 Debtors List as at 1st March 2024:

RESOLVED:

To receive the Debtors List as at 1st March 2024.

6.4 Direct Debits and BACS List for 1st – 29th February 2024:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 29th February 2024.

6.5 February 2024 Bank Reconciliations Plus February 2024 Imprest Account and January 2024 Public Sector Deposit Fund Reconciliations Report by Town Clerk:

RESOLVED:

To receive this information.

6.6 Sedgefield Youth Club Internal Audit Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Internal Audit Report which was accompanied by the Terms of Reference for the Club's next audit which had taken place earlier that day. The Clerk and Finance

Working Group will keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.7 Timetable For Production Of 2023/24 Year End Accounts Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Timetable For Production of 2023/24 Year End Accounts Report by Finance Working Group. This detailed all dates for the production of the accounts excluding exercise of public rights dates which are as yet unknown until information is received from the External Auditor. The Finance Working Group to keep Cllrs updated on this matter but to note the Special Town Council meeting on Monday 22nd April 2024 at 6.30pm to approve the Council's 2023/24 year end accounts.

RESOLVED:

- i) **To receive this information.**
- ii) **A Special Town Council meeting to be held at 6.30pm in Sedgefield Parish Hall on Monday 22nd April 2024 to approve the Council's 2023/24 year end accounts.**

6.8 2023/24 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a 2023/24 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by the Finance Working Group which is part of the documentation required for the year end accounts.

RESOLVED:

To approve the 2023/24 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report.

6.9 Re-appointment of Internal Auditor for April 2024 – March 2027

Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Re-appointment of Internal Auditor for April 2024 – March 2027 Recommendation Report by the Finance Working Group which was accompanied by the Terms and Conditions of the

Internal Auditor and his proposed three year programme of work.

RESOLVED:

- i) **To re-appoint Mr Gordon Fletcher as the Town Council's Internal Auditor for April 2024 – March 2027 based upon this proposed three year work programme on the understanding that additional audits can be scheduled if required (at additional cost).**
- ii) **The Clerk, on the behalf of the Town Council, to sign the Internal Auditor's contract.**

6.10 Internal Audit Annual Plan 2024/25 Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all an Internal Audit Annual Plan 2024/25 Recommendation Report by the Finance Working Group which was accompanied by proposed programme of internal audit work for the coming financial year.

RESOLVED:

To approve the Internal Audit Annual Plan for 2024/25.

7. Correspondence:

7.1 Review of Statement of Policy Under The Licensing Act 2003 (letter from Mr Craig Rudman, DCC dated 12th February 2024):

Prior to the meeting the Clerk had circulated to all a Review of Statement of Policy Under the Licensing Act 2003 letter from Mr Craig Rudman of DCC dated 12th February 2024. This letter stated all licensing authorities must prepare and publish a statement of their licensing policy at least every five years. DCC's current policy was published in 2019 and must be reviewed and readopted by the County Council next year. DCC will be developing a new policy over the coming months that will be adopted by the County Council by the end of October 2024. This matter is now open to consultation until Friday 3rd May 2024. Cllrs did not have any comments to make on this matter. Cllr Jenny Haworth suggested this public consultation be promoted through the residents database. All Cllrs agreed.

RESOLVED:

To receive this information and the Clerk to promote through the residents database.

7.2 Sedgefield Mediaeval Fayre – Saturday 18th May 2024 (letter from Ms Sarah Guest, SCA received 5th March 2024):

Prior to the meeting the Clerk had emailed to all on 7th March 2024 a request received from Ms Sarah Guest of the SCA received on 5th March 2024 in which she was asking the Town Council, on behalf of the Sedgefield Mediaeval Fayre's organizing committee, for £350 for the cost of a rubbish skip as way of supporting the event for this year. It was noted the only means which the Town Council has to make any donations is via the Community Chest and it was agreed this request would be taken to the Chest's next meeting on Monday 15th April 2024 but that donations were capped at a maximum of £100. The Clerk was asked to update Ms Guest and also suggest that she applies to the Mayor of Sedgefield who will be allocating his funds in May 2024.

RESOLVED:

This request to be added to the agenda for the next Community Chest meeting on Monday 15th April 2024.

The Chair, Cllr Jenny Haworth, explained that due to the confidential nature of the following items these would be discussed under Exempt Information said that had any members of the public and/or press been in attendance they would have been asked to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

8. Consideration of Reports Exempt from the Public:

8.1 Village Greens Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report which was duly considered and way forward agreed.

8.2 New Alarm Systems For Sedgefield Parish Hall and Sedgefield Town Council Offices Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a New Alarm Systems For Sedgefield Parish Hall and Sedgefield Town Council Offices Recommendation Report by the Estates Working Group which was duly considered and way

forward agreed.

8.3 Quotation For Village Green Repairs Near 40 North End Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Quotation For Village Green Repairs Near 40 North End Report by the Estates Working Group which was duly considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.15pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **MARCH ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 11th March 2024.**

Present **Cllr. Stephen Winter (Chairman) and**
Cllrs. David Brown, Mel Carr, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Mark Cant, Ann Carr, Kelly Dickerson and John Finlayson.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Winterton Cemetery:

The Estates Working Group will research the precise responsibilities which the Town Council has in relation to Winterton Cemetery. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.2 Pest Control Issues Near Ceddesfeld Pond:

No further information has been heard yet regarding confirmation of water voles. The Clerk to keep Cllrs updated on these matters.

RECOMMENDED:

To receive this information.

3.3 Potential Parson Sculpture:

Potential designs have now been drafted and shared with those who attended the on-site meeting for their consideration. Note: This is not a priority project for the Town Council. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.4 Trees in Old Beacon Lane Cemetery:

No quotation has yet been received regarding the wall remedial work. Note: When received this will be presented to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

4. Public Participation:

The Chairman, Cllr Stephen Winter, closed the meeting for the public to give their views. No members of the public were in attendance. The Chairman re-opened the meeting.

5. Reports:

None.

6. Correspondence:

None.

The Chair thanked everyone for attending and closed the meeting at 8.19pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **MARCH COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 11th March 2024**.

Present

Cllr. Mavis Wayman (Chairman) and

Cllrs. David Brown, Mel Carr, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Stephen Winter.

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Allan Blakemore, Mark Cant, Ann Carr, Kelly Dickerson and John Finlayson.

2. Declaration of interest:

None.

3. Matters of Information:

There were no matters of information.

4. Public Participation:

The Chairman, Cllr Mavis Wayman, closed the meeting for the public to give their views. No members of the public were in attendance. The Chairman re-opened the meeting.

5. Reports:

5.1 D-Day Commemorations Report by Cllr Allan Blakemore and Town Clerk:

Prior to the meeting the Clerk had circulated to all a D-Day Commemorations Report by Cllr Allan Blakemore and herself which detailed the commemorations now being proposed within Sedgefield on Thursday 6th June 2024. The Clerk along with Cllr Allan Blakemore and Mr Michael King will continue to keep the Town Council updated as the event draws nearer and opportunities are used to promote this event in the Sedgefield News, the Round-up and Sedgefield Extra plus other social media opportunities.

RECOMMENDED:

- i) **To receive this information.**
- ii) **Town Cllrs to confirm to the Clerk whether or not they will be attending this commemoration.**

5.2. Revised Constitution For Sedgefield Youth Club Report by Cllrs Julie Towler and Kelly Dickerson:

Prior to the meeting the Clerk had circulated to all a Revised Constitution For Sedgefield Youth Club Report by Cllrs Julie Towler and Kelly Dickerson which was accompanied by a copy of the revised Constitution. The Constitution required revision following the recent internal audit of the Youth Club's governance arrangements. The Clerk confirmed that since that internal audit the Management Committee have made good progress working through the recommendations given to them, including revisions to the Youth Club's page on the Town Council website. Cllr Julie Towler recorded her thanks to Cllr Kelly Dickerson for all her work on revising the Constitution.

RECOMMENDED:

To receive this information.

5.3. Town Council Coach Trips 2024 Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trips 2024 Update Report by the Projects and Media Co-ordinator. This report confirmed that three coach trips will be organized during the year with dates and venues already confirmed for the Spring and Winter trips which are likely to comprise of two coaches each. The Clerk confirmed that tickets for the first coach trip to Keswick will go on sale in mid-April.

RECOMMENDED:

To receive this information.

5.4 Citizen of the Year and Young Citizen of the Year Awards 2023 Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Citizen of the Year and Young

Citizen of the Year Awards 2023 Update Report and confirmed that voting is now open for these Awards. Cllr Peter Hinde asked if it was possible to have a list of all the previous Award winners.

RECOMMENDED:

i) To receive this information.

ii) The Clerk to circulate to all Cllrs a list of previous Citizen of the Year winners.

6. Correspondence:

6.1. Sedgefield Youth Club (minutes of Committee meeting held 8th January 2024):

Prior to the meeting the Clerk had circulated to all the Sedgefield Youth Club's Management Committee minutes from their meeting held on 8th January 2024. Cllr Julie Towler, Chair of the Management Committee, confirmed the Committee meets four times per year in addition to its annual AGM.

RECOMMENDED:

To receive this information.

6.2. Sedgefield Youth Club (minutes of Committee meeting held 12th February 2024):

Prior to the meeting the Clerk had circulated to all the Sedgefield Youth Club's Management Committee's minutes from their special meeting held on 12th February 2024.

RECOMMENDED:

To receive this information.

(Cllr Peter Hinde left the meeting at this point)

6.3. Sedgefield In Bloom (minutes of meeting held 21st February 2024):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield In Bloom Group meeting held on 21st February 2024. Cllr David Brown commented that AW Treecare had chipped the collected Christmas Trees on behalf of the Bloom Group free of charge.

RECOMMENDED:
To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.32pm.

APPROVED