
**You are hereby summoned to attend the Monthly Meeting of the
Sedgefield Town Council which is to be held at 7pm on
Monday 11th March 2024 in Sedgefield Parish Hall**



AGENDA

1. **Apologies**
2. **Declaration of Interest**
3. **STC Minutes / Committee Reports:**
 - a. **Minutes of Monthly Meeting** 12th February 2024
 - b. **Minutes of P&R Committee** 12th February 2024
 - c. **Minutes of Environment Committee** 12th February 2024
 - d. **Minutes of Community Development & Engagement Committee** 12th February 2024
 - e. **Minutes of Personnel Committee** 19th February 2024
 - f. **Minutes of Estates Working Group** 19th February 2024
 - g. **Minutes of Finance Working Group** 22nd February 2024
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:**

None.
10. **Current Planning Applications:**

T. J. Ayre.

Dr Jane Ayre, Town Clerk, March 4, 2024



COMMITTEE: Policy & Resources
DATE: Monday 11th March 2024
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. Reviewed Butterwick Road Cemetery Rules and Regulations
Recommendation Report by Estates Working Group
 - 5.2. Reviewed Butterwick and Winterton Allotments Rules and Regulations
Recommendation Report by Estates Working Group
 - 5.3. Reviewed Parish Hall User Policy Recommendation Report by Estates
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 12th February 2024
 - 6.2 Financial Budget Comparison as at 1st March 2024
 - 6.3 Debtors List as at 1st March 2024
 - 6.4 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
 - 6.6 Sedgefield Youth Club Internal Audit Report by Town Clerk
 - 6.7 Timetable For Production Of 2023/24 Year End Accounts Report by
Finance Working Group
 - 6.8 2023/24 Statement of Internal Control and Annual Review of Effectiveness
of Internal Control Report by Finance Working Group
 - 6.9 Re-appointment of Internal Auditor for April 2024 – March 2027
Recommendation Report by Finance Working Group
 - 6.10. Internal Audit Annual Plan 2024/25 Recommendation Report by Finance
Working Group

7. Correspondence:

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

8. Consideration of Reports Exempt from the Public:

8.1 Village Greens Update Report by Town Clerk

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

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



T. J. Ayre.

***Dr Jane Ayre, Town Clerk
March 4, 2024***

COMMITTEE: Community Development & Engagement
Committee

DATE: Monday 11th March 2024

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 D-Day Commemorations Report by Cllr Allan Blakemore and Town Clerk
 - 5.2. Revised Constitution For Sedgefield Youth Club Report by Cllrs Julie Towler and Kelly Dickerson
 - 5.3. Town Council Coach Trips 2024 Update Report by Projects & Media Co-ordinator
 - 5.4 Citizen of the Year and Young Citizen of the Year Awards 2023 Update Report by Town Clerk
6. Correspondence:
 - 6.1. Sedgefield Youth Club (minutes of Committee meeting held 8th January 2024)
 - 6.2. Sedgefield Youth Club (minutes of Committee meeting held 12th February 2024)

T. J. Ayre.

Dr Jane Ayre
Town Clerk
March 4, 2024



COMMITTEE: Environment Committee
DATE: Monday 11th March 2024
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:
None.
6. Correspondence:
None.

T. J. Ayre.

Dr Jane Ayre, Town Clerk
March 4, 2024