
**You are hereby summoned to attend the Monthly Meeting of the
Sedgefield Town Council which is to be held at 7pm on
Monday 14th April 2025 in Sedgefield Parish Hall**



AGENDA

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports:**
 - a. Minutes of Butterwick Road Cemetery Working Group** 4th March 2025
 - b. Minutes of Monthly Meeting** 10th March 2025
 - c. Minutes of P&R Committee** 10th March 2025
 - d. Minutes of Environment Committee** 10th March 2025
 - e. Minutes of Community Development & Engagement Committee** 10th March 2025
 - f. Minutes of Personnel Committee** 24th March 2025
 - g. Minutes of Joint Sedgefield In Bloom and Town Council Meeting** 27th March 2025
 - h. Minutes of Finance Working Group** 27th March 2025
 - i. Minutes of Estates Working Group** 31st March 2025
- 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:**

None.
- 9. Correspondence:**

None.
- 10. Current Planning Applications**

T. J. Ayre.

Dr Jane Ayre, Town Clerk, April 7, 2025

COMMITTEE: Policy & Resources
DATE: Monday 14th April 2025
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. Annual Headstone Safety Testing 2025/26 Findings Update Report by Town Clerk, Head Gardener & Cemetery Superintendent and Gardener
 - 5.2. Six Monthly Lift Inspection Update Report by Town Clerk
 - 5.3. Review of Exit Policy Recommendation Report by Personnel Committee
 - 5.4. Review of Dismissal Policy Recommendation Report by Personnel Committee
 - 5.5. Review of Welfare Policy Recommendation Report by Personnel Committee
 - 5.6. Review of Grievance Policy Recommendation Report by Personnel Committee
 - 5.7. Review of Fixed Term Employees (Prevention of Less Favourable Treatment) Policy Recommendation Report by Personnel Committee
 - 5.8. Review of Working Without Default Retirement Age Policy Recommendation Report by Personnel Committee
 - 5.9. Review of Flexible Retirement Policy Recommendation Report by Personnel Committee
 - 5.10. Review of Disciplinary Policy Recommendation Report by Personnel Committee
 - 5.11. Review of Industrial Action Personnel Committee Guidance Recommendation Report by Personnel Committee
 - 5.12. Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery 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 10th March 2025
 - 6.2 Financial Budget Comparison Report by Town Clerk

- 6.3 Debtors List as at 31st March 2025
- 6.4 Direct Debits and Debit Card List for 1st – 31st March 2025
- 6.5 March 2025 Bank Reconciliations Plus March 2025 Imprest Account and February 2025 and March 2025 Public Sector Deposit Fund Reconciliations Report by Town Clerk
- 6.6. Internal Audit 2024/25 Inspections Update Report by Finance Working Group
- 6.7. Internal Audit Annual Report 2024/25 Sedgefield Town Council – Report by Mr Gordon Fletcher, Internal Auditor
- 6.8. 2025/26 Internal Audit Plan Recommendation Report by Finance Working Group
- 7. Correspondence:
 - 7.1. Permission To Put Tables Outside Book Shop (emails from Ms Sarah Atkinson dated 2nd and 3rd April 2025)
- 8. Consideration of Reports Exempt from the Public:
 - 8.1 Village Greens Update Report by Town Clerk
 - 8.2. Butterwick Road Cemetery Expansion Valuation Update Report by Town Clerk [Note: to be issued separately]

T. J. Ayre.

Dr Jane Ayre, Town Clerk
April 7, 2025

COMMITTEE: Environment Committee
DATE: Monday 14th April 2025
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
April 7, 2025***

COMMITTEE: **Community Development & Engagement
Committee**

DATE: **Monday 14th April 2025**

TIME: **Following Environment 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
April 7, 2025***