

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **ANNUAL GENERAL MEETING** of the **Council** held at **7 p.m.** in the **Parish Hall**, Sedgefield, on **Monday 19th May 2025**

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman)

Cllrs. Ciaran Butterworth, Ann Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler, Mavis Wayman

Officer

Dr. Jane Ayre (Town Clerk)

1. Election of Chairman of Sedgefield Town Council:

The Clerk welcomed everyone to the meeting and proceeded to invite nominations for the post of Chairman.

Cllr Mel Carr was proposed and seconded by Cllrs Allan Blakemore and John Finlayson.

RESOLVED:

Cllr Mel Carr was unanimously elected Chairman of the Town Council for the Civic Year 2025/2026 and took over the Chairmanship for the rest of the AGM from this point.

2. Declaration of Acceptance of Office of the Chairman:

RESOLVED:

The newly elected Chairman, Cllr Mel Carr, signed the Declaration of Acceptance of Office of Chairman which was also witnessed and signed by the Council's Town Clerk.

3. Apologies:

Cllr Mark Cant.

4. Election of Vice-Chairman of the Town Council:

Cllr Allan Blakemore was proposed and seconded by Cllrs Mel Carr and John Finlayson.

RESOLVED:

Cllr Allan Blakemore was unanimously appointed Vice-Chairman of the Town Council.

5. Election of the Mayor of the Town Council:

Cllr Peter Hinde was proposed and seconded by Cllrs Allan Blakemore and Mavis Wayman.

RESOLVED:

Cllr Peter Hinde was appointed Mayor of Sedgfield for the Civic Year 2025/2026.

6. To confirm the Chairman's Allowance as £1,100 for 2025/26:

(In pursuance of Section 15 (5) of the Local Government Act 1972)

RESOLVED:

To transfer this allowance to the Mayor to assist them in the performance of their civic role.

7. Procedures:

a) To adopt:

i) Standing Orders for 2025 / 2026:

The proposed Standing Orders for 2025 / 2026 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review.

RESOLVED:

To adopt the 2025 / 2026 Standing Orders as circulated.

ii) Financial Regulations 2025 / 2026:

The proposed Financial Regulations for 2025 / 2026 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2025 / 2026 Financial Regulations as circulated.

Version:	Produced by:	Page 2 of 10
Draft	Town Clerk	

iii) **Delegation Scheme 2025 / 2026:**

The proposed Delegation Scheme for 2025 / 2026 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2025 / 2026 Delegation Scheme as circulated.

iv) **Council Debt Policy 2025 / 2026:**

The proposed Council Debt Policy for 2025 / 2026 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2025 / 2026 Council Debt Policy as circulated.

v) **Gifts and Hospitality Policy 2025 / 2026:**

The proposed Gifts and Hospitality Policy for 2025 / 2026 had been circulated prior to the meeting as recommended by the Finance Working Group following review.

RESOLVED:

To adopt the 2025 / 2026 Gifts and Hospitality Policy as circulated.

vi) **Code of Conduct 2025 / 2026:**

The proposed Code of Conduct 2025 / 2026 had been circulated prior to the meeting as recommended by the Policy & Records Management Working Group following review.

RESOLVED:

To adopt the 2025 / 2026 Code of Conduct as circulated.

The Clerk reported that all adopted procedures and policies from 7a would now be published on the Town Council's website for public information.

Version:	Produced by:	Page 3 of 10
Draft	Town Clerk	

-
- b) **To re-affirm usage of the General Power of Competence:**
(General Power of Competence (Prescribed Conditions) Order 2012)

RESOLVED:

Sedgefield Town Council affirm the usage of the General Power of Competence and confirm they fully meet the criteria for being able to use such a power.

8. Committees:

RESOLVED:

The following Chairs, Vice-Chairs and membership were agreed:-

a) **Policy & Resources (P&R)**

Chair:

Cllr Allan Blakemore was proposed and seconded by Cllrs Mel Carr and Jenny Haworth. This was agreed unanimously.

Chair of P&R: Cllr Allan Blakemore

Vice Chair:

Cllr Jenny Haworth was proposed and seconded by Cllrs Mel Carr and Kelly Dickerson. This was agreed unanimously.

Vice Chair of P&R: Cllr Jenny Haworth

Membership of P&R:

Cllrs. Ciaran Butterworth, Mark Cant, Ann Carr, Mel Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler, Mavis Wayman

b) **Environment**

Chair:

Cllr Mark Cant was proposed and seconded by Cllrs Mel Carr and Mavis Wayman. This was agreed unanimously.

Chair of Environment: Cllr Mark Cant.

Version:	Produced by:	Page 4 of 10
Draft	Town Clerk	

Vice Chair of Environment:

Cllr John Finlayson was proposed and seconded by Cllrs Allan Blakemore and Ann Carr.
This was agreed unanimously.

Vice Chair of Environment: Cllr John Finlayson

Membership of Environment:

Cllrs. Allan Blakemore, Ciaran Butterworth, Ann Carr, Mel Carr, Helen Cunningham, Kelly Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler, Mavis Wayman

c) **Community Development and Engagement:**

Chair of Community Development & Engagement:

Cllr Ann Carr was proposed and seconded by Cllrs Mel Carr and Jenny Haworth. This was agreed unanimously.

Chair of Community Development and Engagement: Cllr Ann Carr

Vice Chair of Community Development & Engagement:

Cllr Mavis Wayman was proposed and seconded by Cllrs Mel Carr and Kelly Dickerson.
This was agreed unanimously.

Vice Chair of Community Development and Engagement: Cllr Mavis Wayman

Membership of Community Development & Engagement:

Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler

d) **Sedgefield Extra:**

Chair of Sedgefield Extra:

Cllr John Finlayson was proposed and seconded by Cllrs Mel Carr and Allan Blakemore.
This was agreed unanimously.

Chair of Sedgefield Extra: Cllr John Finlayson

Version:	Produced by:	Page 5 of 10
Draft	Town Clerk	

Vice Chair of Sedgefield Extra:

Cllr Mavis Wayman was proposed and seconded by Cllrs Ann Carr and Julie Towler. This was agreed unanimously.

Vice Chair of Sedgefield Extra: Cllr Mavis Wayman

Membership of Sedgefield Extra:

Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Ann Carr, Mel Carr, Helen Cunningham, Kelly Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler

e) **Community Chest:**

Chair of Community Chest:

Cllr Julie Towler was proposed and seconded by Cllrs Allan Blakemore and Mavis Wayman. This was agreed unanimously.

Chair of Community Chest: Cllr Julie Towler

Vice Chair of Community Chest:

Cllr Mavis Wayman was proposed and seconded by Cllrs John Finlayson and Jenny Haworth. This was agreed unanimously.

Vice Chair of Community Chest: Cllr Mavis Wayman

Members:

Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Ann Carr, Mel Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp

f) **Personnel:**

The Clerk explained that as per the Standing Orders the Chair and Vice-Chair of the Personnel should be the same as the P & R Committee.

Chair of Personnel: Cllr Allan Blakemore

Vice Chair of Personnel: Cllr Jenny Haworth

Members:

Cllrs Ann Carr, John Finlayson, Julie Towler and Mavis Wayman

9. Representatives to External Groups and Organizations:

RESOLVED:

- i) To appoint representatives as over.
- ii) Representatives to provide written reports to the Town Council following any meetings attended in order to keep the Town Council updated on the work of each external group and organization.

10. To confirm the current and proposed Working Groups:

The Clerk reminded Cllrs that Working Groups are open to all Cllrs.

RESOLVED

- i) To confirm the current Members of the Working Groups as over.
- ii) Each Working Group, at its next meeting, to review its terms of reference and agree its priorities/workload for the remainder of the financial year with an update report being presented to the relevant Council Committee thereafter.

Version:	Produced by:	Page 7 of 10
Draft	Town Clerk	

-
11. To approve the dates and times of the meetings for the forthcoming year:

RESOLVED:

To re-affirm the dates of the meetings for the forthcoming civic year as circulated previously in early 2025 (and which are already on display for public information).

12. **Nomination For Honorary Freeman**

No nominations had been received for Honorary Freeman.

The Chair thanked everyone for attending and closed the meeting at 7.20pm.

APPROVED

Version:	Produced by:	Page 8 of 10
Draft	Town Clerk	

External Body	Representatives for 2025/26
SCA Executive	Cllr Allan Blakemore
Local Network Panel A – Aycliffe and Sedgefield	Cllr Allan Blakemore
CDALC AGM	Cllr John Finlayson (Cllr Allan Blakemore as reserve) + the Clerk
Citizens Advice Bureau	Invitation to be issued to all Cllrs if any received during 2025/26
Pubs Partnership	Cllrs John Finlayson and Allan Blakemore.
NETPark	Cllr John Finlayson
Sedgefield Charities	<p>“The Sedgefield District Relief In Need Charity” and “The Howle Hope Estate” Board – Cllrs Allan Blakemore and Helen Cunningham</p> <p>“The Educational Foundation Board” – Cllrs Ciaran Butterworth and Dave Jasper</p> <p>(Note: Terms of office for all Town Council nominated Trustees last for four year term with each expiring in May 2029)</p>
Sedgefield Development Trust	Cllr Mel Carr
Sedgefield in Bloom	Open to all Cllrs with Cllr Mel Carr holding the role of Bloom Champion liaising between the Bloom Group and Town Council plus Cllr Dave Jasper also attending meetings.
Sedgefield 700+	Open to all Cllrs with meetings of the Group now likely to be by exception. Cllr Allan Blakemore to continue to act as Chair as required.
Staff Complaints	6 (to comprise of all members of Personnel Committee) Cllrs Allan Blakemore, Jenny Haworth, Ann Carr, John Finlayson, Julie Towler and Mavis Wayman.
Staff Appeals	7 (to comprise of all non-Personnel Committee members) Cllrs Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Kelly Dickerson, Dave Jasper, Peter Hinde.
Larger Local Councils	Cllrs Allan Blakemore and John Finlayson + the Clerk.

Council Working Groups:

	Committee	Members
Butterwick Road Cemetery	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson and Julie Towler
Estates	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Dave Jasper, Julie Towler and Mavis Wayman
Policy & Records Management	P & R	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Jenny Haworth and Mavis Wayman
Finance	P&R	Cllrs. Allan Blakemore, Mel Carr, John Finlayson, Peter Hinde, Jenny Haworth and Dave Jasper.
Fireworks	CD&E	Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Kelly Dickerson, Peter Hinde, Dave Jasper, Mavis Wayman

Town Council Champions:

Sedgefield In Bloom Champion – Cllr Mel Carr

Sedgefield Parish Hall Champion – Cllr John Finlayson

Allotments Champion - Cllr Kelly Dickerson