

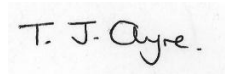
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**You are hereby summoned to attend the Monthly Meeting of  
Sedgefield Town Council which is to be held at 7pm on  
Monday 14<sup>th</sup> July 2025 in Sedgefield Parish Hall**

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports**
  - a. Minutes of Butterwick Road Cemetery Working Group 3<sup>rd</sup> June 2025
  - b. Minutes of Monthly Meeting 16<sup>th</sup> June 2025
  - c. Minutes of P&R Committee 16<sup>th</sup> June 2025
  - d. Minutes of Environment Committee 16<sup>th</sup> June 2025
  - e. Minutes of Community Development & Engagement Committee 16<sup>th</sup> June 2025
  - f. Minutes of Estates Working Group 23<sup>rd</sup> June 2025
  - g. Minutes of Finance Working Group 26<sup>th</sup> June 2025
  - h. Minutes of Personnel Committee 30<sup>th</sup> June 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:**
  - 8.1 Report From Durham County Councillor Chris Lines, Sedgefield Division
  - 8.2 Report From Durham County Councillor Ian Catchpole, Sedgefield Division
- 9. Correspondence:**
  - 9.1 Start of Work on the New County Durham Plan – Call For Sites Now Open (email from Mr Michael Kelleher, DCC dated 30<sup>th</sup> June 2025)
- 10. Current Planning Applications**



Dr Jane Ayre, Town Clerk, 03 July 2025

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<b>COMMITTEE:</b>	<b>Policy &amp; Resources</b>
<b>DATE:</b>	<b>Monday 14<sup>th</sup> July 2025</b>
<b>TIME:</b>	<b>Following Monthly Meeting</b>
<b>VENUE:</b>	<b>Sedgefield Parish Hall</b>

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## **AGENDA**

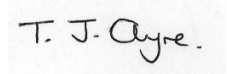
- 1. Apologies**
  - 2. Declaration of Interest**
  - 3. Matters of Information**
  - 4. Public Participation**
  - 5. Reports:**
    - 5.1** Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group
    - 5.2** Estates Working Group Terms of Reference 2025/26
    - 5.3** Adverse Weather Policy Recommendation Report by Personnel Committee
    - 5.4** Attendance Management Policy Recommendation Report by Personnel Committee
    - 5.5** Change Management Policy Recommendation Report by Personnel Committee
    - 5.6** DBS Disclosure Policy Recommendation Report by Personnel Committee
    - 5.7** Leave of Absence Policy Recommendation Report by Personnel Committee
    - 5.8** Recruitment and Selection Policy Recommendation Report by Personnel Committee
    - 5.9** Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy Recommendation Report by Personnel Committee
    - 5.10** Staff Working Time Policy Recommendation Report by Personnel Committee
    - 5.11** Parish Hall CCTV Policy Recommendation by Estates Working Group
    - 5.12** Sedgefield Town Council Annual Fireworks Display Update Report by Fireworks 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 16<sup>th</sup> June 2025
    - 6.2** Financial Budget Comparison (as at 2<sup>nd</sup> July 2025)
    - 6.3** Debtors List as at 2<sup>nd</sup> July 2025
    - 6.4** Direct Debits and Debit Card List for 1<sup>st</sup> – 30<sup>th</sup> June 2025
    - 6.5** June 2025 Bank Reconciliations Plus June 2025 Imprest Account and May 2025 Public Sector Deposit Fund Reconciliation Report by Town Clerk
    - 6.6** Butterwick Road Cemetery Expansion Funding Update Report by Town Clerk
    - 6.7** Parish Hall Grant Funding Update Report by Projects & Media Co-ordinator

**7. Correspondence:**

- 7.1.** CDALC AGM Preparations and Advance Notice of DCC Standards Committee Co-options (email from Ms Audrey Christie, CDALC dated 26<sup>th</sup> June 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]
- 8.3** Quotation For Reshaping Live Christmas Tree Recommendation Report by Estates Working Group

A handwritten signature in black ink that reads "T. J. Ayre." The signature is written in a cursive style and is positioned above the typed name of the signatory.

Dr Jane Ayre, Town Clerk, 03 July 2025

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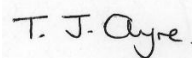
<b>COMMITTEE:</b>	<b>Environment</b>
<b>DATE:</b>	<b>Monday 14<sup>th</sup> July 2025</b>
<b>TIME:</b>	<b>Following P&amp;R Committee</b>
<b>VENUE:</b>	<b>Sedgefield Parish Hall</b>

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
  - 5.1** Ponds In and Near Ceddesfeld Hall and Wykes Close Report by Estates Working Group
  - 5.2** Heritage Boards Update Report by Estates Working Group
  - 5.3** Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator
- 6. Correspondence:**

None.



Dr Jane Ayre, Town Clerk, 03 July 2025

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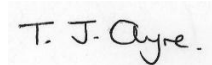
<b>COMMITTEE:</b>	<b>Community Development &amp; Engagement</b>
<b>DATE:</b>	<b>Monday 14<sup>th</sup> July 2025</b>
<b>TIME:</b>	<b>Following Environment Committee</b>
<b>VENUE:</b>	<b>Sedgefield Parish Hall</b>

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
  - 5.1** Town Council Keswick Coach Trip Report by Town Clerk
  - 5.2** Tub Planting Update Report by Projects & Media Co-ordinator
- 6. Correspondence:**

None.



Dr Jane Ayre, Town Clerk, 03 July 2025