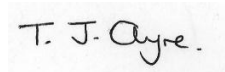

**You are hereby summoned to attend the Monthly Meeting of
Sedgefield Town Council which is to be held at 7pm on
Monday 10th November 2025 in Sedgefield Parish Hall**

AGENDA

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports**
 - a. Notes of Butterwick Road Cemetery Working Group 7th October 2025
 - b. Notes of Fireworks Working Group 9th October 2025
 - c. Minutes of Monthly Meeting 13th October 2025
 - d. Minutes of P&R Committee 13th October 2025
 - e. Minutes of Environment Committee 13th October 2025
 - f. Minutes of Community Development & Engagement Committee 13th October 2025
 - g. Minutes of Joint Sedgefield Town Council / Sedgefield In Bloom Group Meeting 16th October 2025
 - h. Minutes of Personnel Committee 20th October 2025
 - i. Minutes of Fireworks Working Group 28th October 2025
 - j. Minutes of Policy & Records Management Working Group 28th October 2025
 - k. Minutes of Finance Working Group 30th October 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
 - 7.3 Shute House Planning Permission Report by Cllr Allan Blakemore
- 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:**

None.
- 10. Current Planning Applications**



T. J. Ayre.

Dr Jane Ayre, Town Clerk, 03 November 2025

COMMITTEE:	Policy & Resources
DATE:	Monday 10th November 2025
TIME:	Following Monthly Meeting
VENUE:	Sedgefield Parish Hall

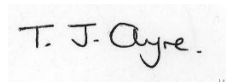
AGENDA

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
 - 5.1** Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group (to be issued separately)
 - 5.2** Cemetery Lodge Update Report by Town Clerk
 - 5.3** Code of Our Values, Behaviours and Conduct Recommendation Report by Personnel Committee
 - 5.4** Town Council Website Analytics Annual Review Report by Projects & Media Co-ordinator
 - 5.5** Six Month Lift Inspection Update Report by Town Clerk
 - 5.6** Publication Scheme Recommendation Report by Policy & Records Management Working Group
 - 5.7** Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group
 - 5.8** Social Media Policy Recommendation Report by Policy & Records Management Working Group
 - 5.9** Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group
 - 5.10** Information and Data Protection Policy Recommendation Report by Policy & Records Management Working Group
 - 5.11** Retention and Disposal Policy Recommendation Report by Policy & Records Management Working Group
 - 5.12** 2025/26 Headstone Safety Testing Update Report by Town Clerk

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 13th October 2025
 - 6.2** Financial Budget Comparison (as at 29th October 2025)
 - 6.3** Debtors List as at 30th October 2025
 - 6.4** Direct Debits and Debit Card List for 1st – 31st October 2025
 - 6.5** October 2025 Bank Reconciliations Plus October 2025 Imprest Account and October 2025 Public Sector Deposit Fund Reconciliation Report by Town Clerk
 - 6.6** Butterwick Road Cemetery Expansion Funding Update Report by Town Clerk (to be issued separately)
 - 6.7** Internal Audit 2025/26 Update Report by Town Clerk

- 6.8 Corporate Risk Management Schedule Recommendation Report by Finance Working Group
- 6.9 External Grant Funding Policy & Procedures Recommendation Report by Finance Working Group
- 6.10 Confidential Reporting Code Including Anti-Fraud And Corruption Policy Recommendation Report by Finance Working Group
- 7. **Correspondence:**
 - 7.1 SCA – Sedgefield Mediaeval Fayre – Saturday 16th May 2026 (letter and attachments from Ms Sarah Guest dated 14th October 2025)
- 8. **Consideration of Reports Exempt from the Public**
 - 8.1 Village Greens Update Report by Town Clerk
 - 8.2 Grave Plots, Butterwick Road Cemetery Update Report by Town Clerk
 - 8.3 Assertion 10 and Data Protection Audit Report by Town Clerk



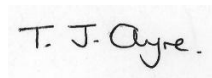
Dr Jane Ayre, Town Clerk, 03 November 2025

COMMITTEE:	Environment
DATE:	Monday 10th November 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:**
 - 5.1** Winterton and Butterwick Road Allotments Update Report by Projects & Media Co-ordinator
 - 5.2** Rats Near Ponds In Ceddesfeld Grounds/Wykes Close Report by Town Clerk
- 6. Correspondence:**

None.

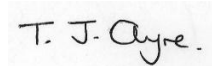


Dr Jane Ayre, Town Clerk, 03 November 2025

COMMITTEE:	Community Development & Engagement
DATE:	Monday 10th November 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:**
 - 5.1** Snow Party Update Report by Projects & Media Co-ordinator
- 6. Correspondence:**
 - 6.1** Sedgefield Youth Club (minutes of AGM held 13th October 2025)



Dr Jane Ayre, Town Clerk, 03 November 2025