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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 12<sup>th</sup> January 2026 in Sedgefield Parish Hall**

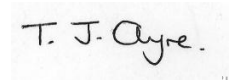
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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports**
  - a. Notes of Butterwick Road Cemetery Working Group 5<sup>th</sup> November 2025
  - b. Minutes of Monthly Meeting 10<sup>th</sup> November 2025
  - c. Minutes of P&R Committee 10<sup>th</sup> November 2025
  - d. Minutes of Environment Committee 10<sup>th</sup> November 2025
  - e. Minutes of Community Development & Engagement Committee 10<sup>th</sup> November 2025
  - f. Minutes of Finance Working Group 13<sup>th</sup> November 2025
  - g. Minutes of Estates Working Group 17<sup>th</sup> November 2025
  - h. Minutes of Fireworks Working Group 18<sup>th</sup> November 2025
  - i. Minutes of Personnel Committee 24<sup>th</sup> November 2025
  - j. Minutes of Finance Working Group 27<sup>th</sup> November 2025
  - k. Minutes of Butterwick Road Cemetery Working Group 2<sup>nd</sup> December 2025
  - l. Minutes of Finance Working Group 15<sup>th</sup> December 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 Confirmed Article 4 Direction (email from Mr Michael Kelleher, Durham County Council dated v17th November 2025)  
Durham County Council – Open Space Needs Assessment Consultation (email from Ms Emily Preston, Ethos Environmental Planning dated 19<sup>th</sup> November 2025)
  - 9.2 Introduction to Banks Group (email and attachment from Ms Kate Culverhouse, Banks Group dated 20<sup>th</sup> November 2025)
  - 9.3 Planning Inspectorate Appeal Decision Regarding Land At Sprucely Farm, Sedgefield Appeal Ref: APP/X1355/W/25/3365616 (plus copy of Press Release from Action Group)
  - 9.4

**10. Current Planning Applications**

A handwritten signature in black ink that reads "T. J. Ayre." The signature is written in a cursive style with a period at the end.

Dr Jane Ayre, Town Clerk, 05 January 2026

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| <b>COMMITTEE:</b> | <b>Policy &amp; Resources</b>              |
| <b>DATE:</b>      | <b>Monday 12<sup>th</sup> January 2026</b> |
| <b>TIME:</b>      | <b>Following Monthly Meeting</b>           |
| <b>VENUE:</b>     | <b>Sedgefield Parish Hall</b>              |

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## **AGENDA**

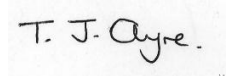
- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
  - 5.1** Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group
  - 5.2** Cemetery Lodge Update Report by Town Clerk
  - 5.3** Dates and Times of Council Meetings 2026/27 Report by Town Clerk
  - 5.4** Headstone Safety Testing 2025/26 Update Report by Town Clerk
  - 5.5** Code of Conduct 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 8<sup>th</sup> December 2025
  - 6.2** Financial Budget Comparison (as at 5<sup>th</sup> January 2026)
  - 6.3** Debtors List as at 5<sup>th</sup> January 2026
  - 6.4** Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> December 2025
  - 6.5** November and December 2025 Bank Reconciliations Plus November and December 2025 Imprest Account and October and November 2025 Public Sector Deposit Fund Reconciliation Report by Town Clerk
  - 6.6** Butterwick Road Cemetery Expansion Funding Update Report by Town Clerk
  - 6.7** Internal Audit 2025/26 Update Report by Finance Working Group
  - 6.8** 2026/27 Budget and Precept recommendation Report by Finance Working Group
  - 6.9** Review of Fees and Charges For 2025/26 Recommendation Report by Finance Working Group
  - 6.10** Medium Term Financial Plan Recommendation Report by Finance Working Group
- 7. Correspondence:**
  - 7.1** CDALC Elections For Executive Committee (email from CDALC dated 7<sup>th</sup> November 2025)
  - 7.2.** Skylight Center Briefing (email and attachments from Mr Paul Taylor, Sedgefield Hardwick Primary Academy dated 20<sup>th</sup> November 2025)
  - 7.3.** Lord Lieutenant Celebration Event and Royal Garden party Nomination Sought (email from CDALC dated 9<sup>th</sup> December 2025)

- 7.4. Section 106 Application – Sedgefield Cricket Club – Replacement of Outdoor Fixed Training Net Facilities at Sedgefield Cricket Club (email and attachments from Mr Stephen Reed, DCC dated 15<sup>th</sup> December 2025)

**8. Consideration of Reports Exempt from the Public**

- 8.1 Village Greens Update Report by Town Clerk
- 8.2 Bus Shelter Recommendation Report by Estates Working Group
- 8.3 Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group
- 8.4 Community Events Working Group Recommendation by Fireworks Working Group



Dr Jane Ayre, Town Clerk, 05 January 2026

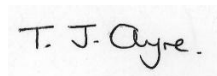
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| <b>COMMITTEE:</b> | <b>Environment</b>                         |
| <b>DATE:</b>      | <b>Monday 12<sup>th</sup> January 2026</b> |
| <b>TIME:</b>      | <b>Following P&amp;R Committee</b>         |
| <b>VENUE:</b>     | <b>Sedgefield Parish Hall</b>              |

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**  
  
None.
- 6. Correspondence:**  
  
None.



Dr Jane Ayre, Town Clerk, 05 January 2026

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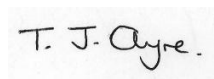
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| <b>COMMITTEE:</b> | <b>Community Development &amp; Engagement</b> |
| <b>DATE:</b>      | <b>Monday 12<sup>th</sup> January 2026</b>    |
| <b>TIME:</b>      | <b>Following Environment Committee</b>        |
| <b>VENUE:</b>     | <b>Sedgefield Parish Hall</b>                 |

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
  - 5.1** York Coach Trip Report by Town Clerk
  - 5.2** Snow Party 2025 Report by Town Clerk
  - 5.3** Sedgefield Extra 2026 Dates Report by Projects & Media Co-ordinator
- 6. Correspondence:**

None.



Dr Jane Ayre, Town Clerk, 05 January 2026