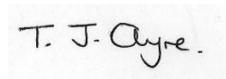


## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports**
  - a. Minutes of Butterwick Road Cemetery Working Group 3<sup>rd</sup> February 2026
  - b. Minutes of Monthly Meeting 9<sup>th</sup> February 2026
  - c. Minutes of P&R Committee 9<sup>th</sup> February 2026
  - d. Minutes of Environment Committee 9<sup>th</sup> February 2026
  - e. Minutes of Community Development & Engagement Committee 9<sup>th</sup> February 2026
  - f. Notes of Policy & Records Management Working Group 12<sup>th</sup> February 2026
  - g. Minutes of Personnel Committee 23<sup>rd</sup> February 2026
  - h. Minutes of Finance Working Group 26<sup>th</sup> February 2026
- 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 Banks Homes Planning Submission (email and attachment from Ms Kate Culverhouse, Banks Group dated 20<sup>th</sup> February 2026)  
Consultation on the Discounted Marked Sale Supplementary Planning Document
  - 9.2 (email from Strategy and Delivery Team, DCC date 27<sup>th</sup> February 2026) [circulated electronically to all Cllrs on 27<sup>th</sup> February 2026]
- 10. Current Planning Applications**



Dr Jane Ayre, Town Clerk, 02 March 2026

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<b>COMMITTEE:</b>	<b>Policy &amp; Resources</b>
<b>DATE:</b>	<b>Monday 9<sup>th</sup> March 2026</b>
<b>TIME:</b>	<b>Following Monthly Meeting</b>
<b>VENUE:</b>	<b>Sedgefield Parish Hall</b>

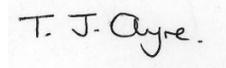
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## **AGENDA**

- 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
    - Review of Butterwick and Winterton Allotments – Rules and Regulations
    - 5.2 Recommendation Report by Projects & Media Co-ordinator and Acting Head Gardener & Cemetery Superintendent
    - 5.3 Assertion 10 Update Report by Town Clerk and Projects & Media Co-ordinator
- 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 9<sup>th</sup> February 2026
    - 6.2 Financial Budget Comparison (as at 25<sup>th</sup> February 2026)
    - 6.3 Debtors List as at 25<sup>th</sup> February 2026
    - 6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 28<sup>th</sup> February 2026 [to be circulated at meeting]
    - 6.5 February 2026 Bank Reconciliations Plus February 2026 Imprest Account and January 2026 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 Town Clerk
    - 6.8 2025/26 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by Finance Working Group
  - 7. Correspondence:**

None.
  - 8. Consideration of Reports Exempt from the Public**
    - 8.1 Personnel Update Report by Personnel Committee
    - 8.2 Sedgefield Youth Club Update Report by Town Clerk
    - 8.3 SLA With DCC For HR Advice Recommendation Report by Personnel Committee
    - 8.4 Sedgefield PACT Meeting Venue Recommendation Report by Cllr John Finlayson (Parish Hall Champion) and Town Clerk
    - 8.5 Town Council Insurance Recommendation Report by Finance Working Group

**8.6** Celebrating Sir David Attenborough's 100<sup>th</sup> Birthday – Communit Event Idea  
Report by Cllr Myles Mantripp

A handwritten signature in black ink that reads "T. J. Ayre." The signature is written in a cursive style and is contained within a light grey rectangular box.

Dr Jane Ayre, Town Clerk, 02 March 2026

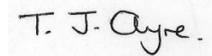
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**COMMITTEE:** Environment  
**DATE:** Monday 9<sup>th</sup> March 2026  
**TIME:** Following P&R Committee  
**VENUE:** Sedgefield Parish Hall

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## AGENDA

1. **Apologies**
2. **Declaration of Interest**
3. **Matters of Information**
4. **Public Participation**
5. **Reports:**  
None.
6. **Correspondence:**
  - 6.1 Durham County Council – Open Space Needs Assessment Consultation  
(email from Ms Emily Preston, DCC dated 13<sup>th</sup> February 2026)
  - 6.2 Sedgefield In Bloom (minutes of meeting held on 28<sup>th</sup> January 2026)



Dr Jane Ayre, Town Clerk, 02 March 2026



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<b>COMMITTEE:</b>	<b>Community Development &amp; Engagement</b>
<b>DATE:</b>	<b>Monday 9<sup>th</sup> March 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 Town Council Keswick Coach Trip Report by Projects & Media Co-ordinator
6. **Correspondence:**
  - 6.1 Letter from Sedgefield District Uniformed Services Group (dated 18<sup>th</sup> February 2026)

T. J. Ayre.

Dr Jane Ayre, Town Clerk, 02 March 2026