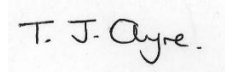


## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports**
  - a. Minutes of Monthly Meeting 9<sup>th</sup> March 2026
  - b. Minutes of P&R Committee 9<sup>th</sup> March 2026
  - c. Minutes of Environment Committee 9<sup>th</sup> March 2026
  - d. Minutes of Community Development & Engagement Committee 9<sup>th</sup> March 2026
  - e. Notes of Butterwick Road Cemetery Working Group 10<sup>th</sup> March 2026
  - f. Minutes of Personnel Committee 16<sup>th</sup> March 2026
  - g. Minutes of Finance Working Group 19<sup>th</sup> March 2026
  - h. Minutes of Joint Sedgefield Town Council / Sedgefield In Bloom Meeting 19<sup>th</sup> March 2026
- 4. Matters of Information**
- 5. Dates of Meetings**
- 6. Public Participation**
- 7. Internal Reports:**
  - 7.1 Chairman's Report
  - 7.2 Vice Chairman's Report
  - 7.3 Mayor's Report
  - 7.4 Councillor Vacancy Update Report by Town Clerk
- 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 Building Regulations BC/25/02382/FP at Sedgefield Squash Club (email from Ms Sheila Peden, Sedgefield Squash Club dated 16<sup>th</sup> March 2026)
  - 9.2 Consultation on Draft Houses in Multiple Occupation Supplementary Planning Document and Article 4 Direction (email from Stockon on Tees Borough Council dated 18<sup>th</sup> March 2026) [email issued electronically to all Cllrs 19<sup>th</sup> March 2026]
  - 9.3 Consultation on Interim Houses in Multiple Occupation Policy (email from Mr Mike Allum, DCC dated 25<sup>th</sup> March 2026) [email issued electronically to all Cllrs 26<sup>th</sup> March 2026]
- 10. Current Planning Applications**



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<b>COMMITTEE:</b>	<b>Policy &amp; Resources</b>
<b>DATE:</b>	<b>Monday 20<sup>th</sup> April 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** Sedgefield Youth Club Update Report by Cllr Kelly Dickerson and Town Clerk
  - 5.3** Annual Headstone Safety Testing 2025/26 Findings Update Report by Town Clerk and Acting Head Gardener & Cemetery Superintendent
  - 5.4** Review of Fixed Term Employees (Prevention of Less Favourable Treatment) Policy Recommendation Report by Personnel Committee
  - 5.5** Review of Industrial Action Personnel Committee Guidance Recommendation Report by Personnel Committee
  - 5.6** Review of Welfare Policy Recommendation Report by Personnel Committee
  - 5.7** Review of Disciplinary Policy Recommendation Report by Personnel Committee
  - 5.8** Review of Dismissal Policy Recommendation Report by Personnel Committee
  - 5.9** Review of Exit Policy Recommendation Report by Personnel Committee
  - 5.10** Review of Flexible Retirement Policy Recommendation Report by Personnel Committee
  - 5.11** Review of Working Without The Default Retirement Age Policy Recommendation Report by Personnel Committee
  - 5.12** Review of Grievance Policy Recommendation Report by Personnel Committee
  - 5.13** Assertion 10 Update Report by Town Clerk and Projects & Media Co-ordinator
  - 5.14** Subject Access Request Policy Recommendation Report by Town Clerk and Projects & Media Co-ordinator
  - 5.15** Personal Data Erasure Policy Recommendation Report by Town Clerk and Projects & Media Co-ordinator
  - 5.16** Personal Data Breach Policy Recommendation Report by Town Clerk and Projects & Media Co-ordinator
  - 5.17** Data Security and Bring Your Own Device Policy Recommendation Report by Town Clerk and Projects & Media Co-ordinator
  - 5.18** Data Security Sharing Agreement Recommendation Report by Town Clerk & Projects & Media Co-ordinator

**5.19** Privacy Notice Recommendation Report by Town Clerk & Projects & Media Co-ordinator

Note: Reports related to information exempt from the public are considered under agenda item 8.

**6. Financial Matters:**

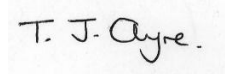
- 6.1** Invoices for payment by cheques for approval after 9<sup>th</sup> March 2026
- 6.2** Financial Budget Comparison (as at 9<sup>th</sup> April 2026)
- 6.3** Debtors List as at 9<sup>th</sup> April 2026
- 6.4** Direct Debits, BACS and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> March 2026
- 6.5** March 2026 Bank Reconciliations Plus March 2026 Imprest Account plus February and March 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** Internal Audit Annual Report 2025/26 Report by Mr Gordon Fletcher, Internal Auditor
- 6.9** 2025/26 Year End Accounts and Procedures Update Report by Town Clerk
- 6.10** Internal Audit Annual Plan 2026/27 Report by Mr Gordon Fletcher, Internal Auditor

**7. Correspondence:**

- 7.1** North East War Memorials Project (email from Mr John Dixon dated 1<sup>st</sup> March 2026)
- 7.2** Sir David Attenborough's 100<sup>th</sup> Birthday Events (email from Sedgefield In Bloom dated 10<sup>th</sup> April 2026)

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

- 8.1** Personnel Update Report by Personnel Committee
- 8.2** Replacement of Large Cemetery Hedge at Butterwick Road Cemetery Recommendation by Town Clerk
- 8.3** Sedgefield town Council Annual Fireworks Display Update Report by Town Clerk



Dr Jane Ayre, Town Clerk, 13 April 2026



**Sedgefield**  
Town Council



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<b>COMMITTEE:</b>	<b>Environment</b>
<b>DATE:</b>	<b>Monday 20<sup>th</sup> April 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, 13 April 2026



**Sedgefield**  
Town Council

LOCAL COUNCIL  
AWARD SCHEME  
BRONZE

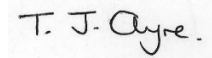
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<b>COMMITTEE:</b>	<b>Community Development &amp; Engagement</b>
<b>DATE:</b>	<b>Monday 20<sup>th</sup> April 2026</b>
<b>TIME:</b>	<b>Following Environment Committee</b>
<b>VENUE:</b>	<b>Sedgefield Parish Hall</b>

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## **AGENDA**

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



Dr Jane Ayre, Town Clerk, 13 April 2026