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**You are hereby summoned to attend the Monthly Meeting of the Sedgefield Town Council which is to be held at 7pm on Monday 10<sup>th</sup> December 2018, in the Council Offices.**

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## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports**
  - a. Minutes of Personnel Committee: 12<sup>th</sup> November 2018**
  - b. Minutes of Monthly Meeting: 12<sup>th</sup> November 2018**
  - c. Minutes of P&R Committee: 12<sup>th</sup> November 2018**
  - d. Minutes of Policy & Records Management Working Group: 15<sup>th</sup> November 2018**
  - e. Minutes of Environment Committee: 19<sup>th</sup> November 2018**
  - f. Minutes of Community Development & Engagement Committee: 19<sup>th</sup> November 2018**
  - g. Minutes of Estates Working Group: 26<sup>th</sup> November 2018**
  - h. Minutes of Finance Working Group: 27<sup>th</sup> November 2018**
- 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**

None.
- 9. Correspondence**

None.
- 10. The Sedgefield Plan**
  - 10.1 The Sedgefield Plan Update Report by Town Clerk**
- 11. Current Planning Applications**

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, December 3, 2018

**COMMITTEE:** Policy & Resources  
**DATE:** Monday 10<sup>th</sup> December 2018  
**TIME:** Following Monthly Meeting  
**VENUE:** Council Offices



## **AGENDA**

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1 Retention & Disposal Policy Recommendation Report by Policy & Records Management Working Group
  - 5.2 Information & Data Protection Policy Recommendation Report by Policy & Records Management Working Group
  - 5.3 Subject Access Request Form Recommendation Report by Policy & Records Management Working Group
  - 5.4 Data Security Breach Reporting Form Recommendation Report by Policy & Records Management Working Group
  - 5.5 Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group
  - 5.6 Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group
  - 5.7 Local Council's Charter 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 Cheques for approval after 12<sup>th</sup> November 2018
  - 6.2 Financial Budget Comparison as at 3<sup>rd</sup> December 2018
  - 6.3 Debtors List as at 3<sup>rd</sup> December 2018
  - 6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> November 2018
  - 6.5 Bank Reconciliations 1<sup>st</sup> – 30<sup>th</sup> November 2018 Report by Town Clerk
  - 6.6 Internal Audit Update Report by Town Clerk
  - 6.7 Future BACS Payments For Approval Report by Town Clerk
7. Correspondence:
  - 7.1 2019 Royal Garden Party Buckingham Palace (email from Mr Steve Ragg, CDALC dated 14<sup>th</sup> November 2018)

8. **Consideration of Reports Exempt from the Public:**
  - 8.1. **Village Green Ownership Update Report by Town Clerk**
  - 8.2. **Durham Records Office Recommendation Report by Policy & Records Management Working Group**
  - 8.3. **Quotations For Patching/Resurfacing Village Green (to be circulated at the meeting)**

*T. J. Ayre.*

***Dr Jane Ayre, Town Clerk  
December 3, 2018***



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**COMMITTEE:** Community Development & Engagement  
Committee

**DATE:** Monday 10<sup>th</sup> December 2018

**TIME:** Following P&R Committee

**VENUE:** Council Offices

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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports
  - 5.1 Town Council Coach Trip To York Report by Projects & Media Co-ordinator
  - 5.2 Snow Party 2018 Report by Town Clerk (to be circulated at the meeting)
6. Correspondence
  - 6.1 Terrace Hill Funding – Sedgefield Harriers (letter from Mr Ean Parsons dated 18<sup>th</sup> November 2018)
  - 6.2 Terrace Hill Funding – Sedgefield Bowling Club (letter from Mrs Sheila Sutherland dated 29<sup>th</sup> November 2018)
  - 6.3 Events for Durham’s Year of Culture (email from Mr Steve Ragg, CDALC dated 28<sup>th</sup> November 2018)

*T. J. Ayre.*

**Dr Jane Ayre**  
**Town Clerk**  
**December 3, 2018**



**COMMITTEE:** Environment Committee  
**DATE:** Monday 10<sup>th</sup> December 2018  
**TIME:** Following Community Development & Engagement Committee  
**VENUE:** Council Offices

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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1. Parking In Sedgefield Update Report by the Town Clerk (to be circulated at the meeting)
6. Correspondence:
  - 6.1 Unauthorised Encampment Stockton Road, Sedgefield (email from Ms Clare Hubbard, DCC dated 14<sup>th</sup> November 2018)
  - 6.2 [Highways Matters] (letter from Mr G Bolam, George Bolam Foods dated 20<sup>th</sup> November 2018)

*T. J. Ayre.*

*Dr Jane Ayre, Town Clerk  
December 3, 2018*

