
**You are hereby summoned to attend the Monthly Meeting of the
Sedgefield Town Council which is to be held at 7pm on
Monday 11th November 2024 in Sedgefield Parish Hall**



AGENDA

- 1. Apologies**
- 2. Declaration of Interest**
- 3. STC Minutes / Committee Reports:**
 - a. Notes of Fireworks Working Group** 2nd October 2024
 - b. Minutes of Monthly Meeting** 14th October 2024
 - c. Minutes of P&R Committee** 14th October 2024
 - d. Minutes of Environment Committee** 14th October 2024
 - e. Minutes of Community Development & Engagement Committee** 14th October 2024
 - f. Minutes of Joint Sedgefield Town Council and Sedgefield In Bloom Meeting** 17th October 2024
 - g. Minutes of Personnel Committee** 21st October 2024
 - h. Notes of Policy & Records Management Working Group** 22nd October 2024
 - i. Minutes of Finance Working Group** 24th October 2024
 - j. Minutes of Fireworks Working Group** 29th October 2024
- 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 Councilor Chris Lines, Sedgefield Division**
- 9. Correspondence:**

None.
- 10. Current Planning Applications**

T. J. Ayre.

Dr Jane Ayre, Town Clerk, November 4, 2024

COMMITTEE: Policy & Resources
DATE: Monday 11th November 2024
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 Website Analytics Report by Personnel Committee and Projects & Media Co-ordinator**
 - 5.2. Access To Sports Facilities Update Report by Cllr Mel Carr and Clerk**
 - 5.3. Review of Council's Publication Scheme Recommendation Report by Policy & Records Management Working Group**
 - 5.4. Review of Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group**
 - 5.5. Review of Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group**
 - 5.6. Review of Social Media Policy Recommendation Report by Policy & Records Management Working Group**
 - 5.7. Review of Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group**
 - 5.8. Review of External Grant Funding Policy & Procedures Recommendation Report by Policy & Records Management Working Group**
 - 5.9. Review of Confidential Reporting Code Including Anti-Fraud and Corruption Policy Recommendation Report by Policy & Records Management Working Group**
 - 5.10. Review of Mayor's Handbook Recommendation Report by Policy & Records Management Working Group**
 - 5.11. Review of Information and Data Protection Policy Recommendation Report by Policy & Records Management Working Group**
 - 5.12. Review of Retention and Disposal Recommendation Report by Policy & Records Management Working Group**

5.13. Health and Safety Policy Recommendation by Policy & Records Management Working Group

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 14th October 2024**
- 6.2 Financial Budget Comparison (as at 1st November 2024)**
- 6.3 Debtors List as at 1st November 2024**
- 6.4 Direct Debits and Debit Card List for 1st – 31st October 2024**
- 6.5 October 2024 Bank Reconciliations Plus October 2024 Imprest Account and September 2024 Public Sector Deposit Fund Reconciliation Report by Town Clerk**
- 6.6 2024/25 Internal Audit Update Report by Town Clerk**
- 6.7. Town Council's VAT Reclaim – 1st April 2024 – 30th September 2024 Report by Town Clerk**

7. Correspondence:

- 7.1. Special Edition of Chief Executive's Bulletin / Enabling Remote Attendance and Proxy Voting At Local Authority Meetings (email and attachment from NALC dated 25th October 2024)**

8. Consideration of Reports Exempt from the Public:

- 8.1 Village Greens Update Report by Town Clerk**
- 8.2 Festive Lights Update Report by Cllr Mel Carr and Town Clerk**
- 8.3. Local Government Services Pay Agreement 2024/25 Report by Cllr Allan Blakemore and Town Clerk**

T. J. Ayre.

**Dr Jane Ayre, Town Clerk
November 4, 2024**

COMMITTEE: Environment Committee
DATE: Monday 11th November 2024
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:
None.
6. Correspondence:
 - 6.1. Heritage Boards (email from Mrs Norma Neale, Local History Society dated 27th October 2024)

T. J. Ayre.

*Dr Jane Ayre, Town Clerk
November 4, 2024*

COMMITTEE: Community Development & Engagement
Committee

DATE: Monday 11th November 2024

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 Town Clerk
6. Correspondence:
 - 6.1. Sedgefield Youth Club's Management Committee (minutes of AGM held on 14th October 2024)

T. J. Ayre.

**Dr Jane Ayre
Town Clerk
November 4, 2024**