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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> February 2025 in Sedgefield Parish Hall**

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## **AGENDA**

1. **Apologies**
2. **Declaration of Interest**
3. **STC Minutes / Committee Reports:**
  - a. **Minutes of Finance Working Group** 9<sup>th</sup> January 2025
  - b. **Minutes of Monthly Meeting** 13<sup>th</sup> January 2025
  - c. **Minutes of P&R Committee** 13<sup>th</sup> January 2025
  - d. **Minutes of Environment Committee** 13<sup>th</sup> January 2025
  - e. **Minutes of Community Development & Engagement Committee** 13<sup>th</sup> January 2025
  - f. **Minutes of Personnel Committee** 20<sup>th</sup> January 2025
  - g. **Minutes of Finance Working Group** 23<sup>rd</sup> January 2025
  - h. **Minutes of Estates Working Group** 27<sup>th</sup> January 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 Councilor Chris Lines, Sedgefield Division**
9. **Correspondence:**

None.
10. **Current Planning Applications**

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, February 3, 2025

**COMMITTEE:** Policy & Resources  
**DATE:** Monday 10<sup>th</sup> February 2025  
**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. Butterwick Road Cemetery, Sedgefield – Rules and Regulations Review Recommendation Report by Estates Working Group
  - 5.2. Butterwick and Winterton Allotments – Rules and Regulations Review Recommendation Report by Estates Working Group
  - 5.3. Proposed Re-instatement of Goal Posts at Station Road Playing Field Update Report by Town Clerk
  - 5.4. Annual Headstone Safety Testing 2025/26 Findings Report by Town Clerk, Head Gardener & Cemetery Superintendent and Gardener
  - 5.5. Frequency of Estates Working Group Meetings During 2025/26 Report by Estates 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 13<sup>th</sup> January 2025
  - 6.2 Financial Budget Comparison (as at 31<sup>st</sup> January 2025)
  - 6.3 Debtors List as at 31<sup>st</sup> January 2025
  - 6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> January 2025
  - 6.5 January 2025 Bank Reconciliations Plus January 2025 Imprest Account and December 2024 Public Sector Deposit Fund Reconciliation Report by Town Clerk
  - 6.6 Butterwick Road Cemetery Expansion Financial Governance Procedure Recommendation by Finance Working Group
7. Correspondence:
  - 7.1. Important Government Consultations and Announcements Which Affect Parish Councils (email from CDALC dated 8<sup>th</sup> January 2025) [Note: this was circulated to all Cllrs electronically 9<sup>th</sup> January 2025]

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

- 8.1 Village Greens Update Report by Town Clerk**
- 8.2 Annual Increment To Town Clerk Report by Personnel Committee**
- 8.3 Amendment To Financial Assistant Working Hours Report by Personnel Committee**
- 8.4 Quotation For Decoration To Portacabin and Storage Containers (x2) at Butterwick Road Cemetery Compound Recommendation by Estates Working Group**
- 8.5 Loft Insulation In Town Council Offices Update Report by Cllrs Mel Carr, John Finlayson and Town Clerk**

*T. J. Ayre.*

***Dr Jane Ayre, Town Clerk  
February 3, 2025***

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**COMMITTEE:** Environment Committee  
**DATE:** Monday 10<sup>th</sup> February 2025  
**TIME:** Following P&R Committee  
**VENUE:** Sedgfield Parish Hall

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## AGENDA

1. Apologies
2. Declaration of Interest
3. Matters of Information
4. Public Participation
5. Reports:
  - 5.1. Winterton Allotments Fence Damage Report by Projects & Media Co-ordinator
6. Correspondence:

None.

*T. J. Ayre.*

*Dr Jane Ayre, Town Clerk  
February 3, 2025*

**COMMITTEE:** Community Development & Engagement  
Committee

**DATE:** Monday 10<sup>th</sup> February 2025

**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. Citizen and Young Citizen of the Year 2024 Awards Report by Town Clerk
6. Correspondence:

None.

*T. J. Ayre.*

**Dr Jane Ayre**  
**Town Clerk**  
**February 3, 2025**