



**Seaton Valley Council**  
**A Community Council**

To: ALL MEMBERS OF THE COUNCIL

You are hereby required to attend a **Full Meeting of Seaton Valley Council** to be held at **Seaton Valley Council Offices, 20-22 Astley Road, Seaton Delaval** on **Wednesday 30 March 2022 at 7.00 p.m.**

The agenda for the meeting is set out below.

Simon Potts  
Clerk

22 March 2022

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**A G E N D A**

**1. Apologies for absence**

To receive any apologies for absence from members of the Council.

**2. Disclosure of interests**

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 25 July 2012, and are reminded that if they have any personal interests of a prejudicial nature (as defined under paragraph 17 of the Code of Conduct) they must not participate in any discussion or vote on the matter and must leave the room. Please refer to the guidance on disclosures (see note 1 at the end of this agenda).

**3. Chair's welcome and civic announcements**

**4. Public question time** (Adjournment to allow members of the public to raise matters)

Questions or comments submitted by residents relating to the work and responsibilities of the Council (see Note 2 at the end of this agenda).

**5. County Councillor Update**

Update the Council with any matters that are relevant to Seaton Valley.

**6. Minutes of the last meeting**

To sign as a correct record, the minutes of the Full Council Meeting held on Wednesday 19 January 2022 (Appendix 1).

**7. Motions**

Councillor Ferguson to move the following motion:

Council should agree to add a standing agenda item to council meetings to allow members to submit questions to the chair of the council or chair of a sub committee. Any questions submitted by a member should be answered at the meeting, however if an answer is unable to be given at the meeting a full written answer should be provided as soon as practicable after the meeting.

Questions must be submitted in writing to the clerk a minimum of 10 working days before the meeting. Only questions pertaining to the business of the council or sub committee will be accepted and a maximum of two question per member per meeting can be asked.

## SERVICES

8. Services and Partnership Update (Appendix 2).

## ENGAGEMENT & DEVELOPMENT

9. Village Plan Review (Appendix 3).
10. Community Fund Request (Appendix 4 and 4A).
11. Request for Support – Citizens Advice (Appendix 5 and 5A).
12. School Holiday Sports Camps (Appendix 6).

## GOVERNANCE

13. Review of Standing Orders and Financial Regulations (Appendix 7, 7A and 7B).
14. Councillor Code of Conduct (Appendix 8, 8A and 8B).
15. Annual Investment Strategy (Appendix 9 and 9A).
16. Asset Register (Appendix 10 and 10A).
17. Risk Register (Appendix 11 and 11A).
18. Budgetary Control Update (Appendix 12 and 12A).
19. Bank Reconciliation (Appendix 13 and 13A).
20. Internal Auditor (Appendix 14).

## Dates of Future Meetings

2022	Committee/Council	Time	Venue
Wednesday 27 April	Full Council	7:00 pm	Seaton Valley Council Offices
Wednesday 25 May	Annual Meeting and Annual Parish Meeting	6:30 pm	New Hartley Memorial Hall
Wednesday 27 July	Full Council	7:00 pm	Seghill Institute Memorial Hall

## Notes:

### 1. Registerable Personal Interests

You may have a Registerable Personal Interest if the issue being discussed in the meeting:

a) relates to any Disclosable Pecuniary Interest (as defined by Annex 1 to the Code of Conduct); or b) any other interest (as defined by Annex 2 to the Code of Conduct). The following interests are Disclosable Pecuniary Interests if they are an interest of either you or your spouse or civil partner: (1) Employment, Office, Companies, Profession or vocation; (2) Sponsorship; (3) Contracts with the Council; (4) Land in the County; (5) Licences in the County; (6) Corporate Tenancies with the Council; or (7) Securities - interests in Companies trading with the Council.

The following are other Registerable Personal Interests:

(1) any body of which you are a member (or in a position of general control or management) to which you are appointed or nominated by the Council; (2) any body which (i) exercises functions of a public nature or (ii) has charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member (or in a position of general control or management); or (3) any person from whom you have received within the previous three years a gift or hospitality with an estimated value of more than £50 which is attributable to your position as an elected or co-opted member of the Council.

**Non-registerable personal interests** - You may have a non-registerable personal interest when you attend a meeting of the Council or Cabinet, or one of their committees or sub-committees, and you are, or ought reasonably to be, aware that a decision in relation to an item of business which is to be transacted might reasonably be regarded as affecting your wellbeing or financial position, or the wellbeing or financial position of a person described below to a greater extent than most inhabitants of the area affected by the decision./par. The persons referred to above are: (a) a member of your family; (b) any person with whom you have a close association; or (c) in relation to persons described in (a) and (b), their employer, any firm in which they are a partner, or company of which they are a director or shareholder.

**2. Public participation**

The meeting will include a public session at which any resident of Seaton Valley can raise topics for future discussion or ask questions. The length of the public session, normally 15 minutes, is at the discretion of the Chair. The Chair will either answer a question directly or inform the resident by written response of any action to be taken. At other times during the meeting, members of the public may be invited to contribute at the discretion of the Chair.