

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th April 2016

Present: Councillor J White (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, D Nicol, I Roberts, D Tait, L Williams and E Wood.

Staff: Mr. S Wardle (Interim Clerk), Miss G Rowe (Admin & Finance Officer) and Mr. C Muir (Acting Parks and Cemetery Manager).

Also Present: Mr. Dave Edson (PCSO), Mr. John Collings (Member of the Public).

Prior to the commencement of the meeting the Chairman read the following "I would like to advise Members of this Committee and Members of the Public that, in line with the amendment to 'the Public Bodies Admission to Meetings Act 1960, which came into force in August 2014, parts of this Meeting may be recorded by photographic, video and audio means".

Public Participation.

Mr. Collings addressed the council with regard to use and refurbishment of the Sunderland Road Pavilion for the forthcoming football season. It was advised that clarification would be provided over the course of the next 4-6 weeks.

HPC

15/16/178 Apologies for Absence.
RESOLVED: Apologies RECEIVED and approved for Councillors M Clark, W Hill, G Robson, W Smith.

At 6:05pm Mr Collings left the Meeting.

HPC

15/16/179 Declarations of Interest.
 There were no declarations of interests received. **RESOLVED:** that the information given, be NOTED.

HPC **Minutes of the Meeting of Horden Parish Council held 10th March 2016, Extraordinary Meeting held 22nd March 2016, Governance Sub-Committee Meeting held 7th March 2016.**

15/16/180 A copy of which had been circulated to each Member.

RESOLVED:

- i. That the minutes of 10th March 2016 be confirmed as a true record and signed by the Chairman.
- ii. That the minutes of 22nd March 2016 be confirmed as a true record and signed by the Chairman.
- iii. That the minutes of 7th March 2016 be confirmed as a true record and signed by the Chairman with the amendment that the final paragraph Page 2 be referenced as point (iii).

HPC

15/16/181 Police Matters.
 The Chairman welcomed PCSO Dave Edson to the meeting who reported on the following incidents between 10th March 2016 to date:

Recorded incidents in Horden	222
Burglary	
Vehicle crime – theft of and from	5
Rowdy, Nuisance Behavior	29
Criminal Damage	12

The Chairman thanked PCSO Edson for attending the meeting.

RESOLVED: that the information given, be NOTED.

At 6:30pm Dave Edson left the Meeting.

HPC

15/16/182 Adjourn Council Meeting.
 It was **RESOLVED** at this juncture to adjourn the Council Meeting.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th April 2016

Present: Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, D Langan, D Nicol, I Roberts, D Tait, J White, L Williams and E Wood.

Staff: Mr S Wardle (Interim Clerk), Miss G Rowe (Admin & Finance Officer).

Apologies: Councillor M Clark, W Hill, G Robson, W Smith.

F&GP **Declarations of Interest.**

15/16/153 There were no declarations of interest received. **RESOLVED:** That the information given, be NOTED.

F&GP **Parish Council Financial Status – Bank Balances as at 31/03/2016.**

15/16/154 The Admin & Finance Officer reported the bank balances as at 31/03/2016 being £176,735.76
RESOLVED: That the information be NOTED.

F&GP **Income and Expenditure Report to 29/02/2016.**

15/16/155 Members considered the report previously circulated.
RESOLVED: That the report be NOTED.

F&GP **Debtor Report.**

15/16/156 Members considered the report previously circulated.
RESOLVED: that the information be NOTED.

F&GP **Reserves Report.**

15/16/157 Members considered the report previously circulated.
RESOLVED: that the information given be NOTED.

F&GP **Cash Cheques.**

15/16/158 There were no cheques to be endorsed for payment.

F&GP **Bank Transfer.**

15/16/159 The Admin & Finance Officer informed Members that the transfer for March 2016 was £16,094.78
RESOLVED: To ENDORSE transfers.

F&GP **Invoices for endorsement for payment.**

15/16/160 **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
All Star Business	16.03.16	Fuel Charges	£71.29	D/D
All Star Business	23.03.16	Fuel Charges	£52.26	D/D
All Star Business	30.03.16	Fuel Charges	£119.48	D/D
Angel Springs	31.03.16	SWC Water Cooler	£39.13	D/D
BOC	31.03.16	SWC CO2 Monitor	£33.72	D/D
British Gas	11.03.16	Electricity Charges:	£749.84	D/D
		SWC 30/01/16 - 01/03/16	£470.19	
		Welfare Park 29/01/16 - 28/02/16	£21.72	
		Welfare Ground 29/01/16 - 28/02/16	£104.82	
		Sports Pavilion 31/01/16 - 29/02/16	£18.34	
		Memorial Park 29/01/16 - 28/02/16	£18.72	
		Cemetery 29/01/16 - 28/02/16	£116.05	
British Gas	30.03.16	Sunderland Rd Electricity 25/12/15 - 24/03/16	£501.22	D/D
British Gas	30.03.16	Works Build Electricity 18/12/15 - 24/03/16	£320.19	BACS
CISWO	25.03.16	2016/17 Annual Rent Sunderland Road	£309.55	BACS
Co-op Bank	01.03.16	FD Online & BACS Charges	£59.00	D/D
DTA	11.03.16	Scorpion Lager	£168.00	BACS
Durham County Council	14.03.16	New 9" Tube	£40.50	BACS
Durham County Council	29.03.16	Slide Brace & Mower Roller Repairs	£523.01	BACS
Homecare	29.03.16	DIY Supplies	£177.31	BACS
ITC Service	31.03.16	Remote Back-up Service	£30.00	D/D
LWC Wholesale	04.03.16	SWC Bar Supplies	£398.21	D/D

LWC Wholesale	04.03.16	SWC Bar Supplies		£75.37	D/D
LWC Wholesale	11.03.16	SWC Bar Supplies		£574.51	D/D
MKM Building Supplies	22.03.16	Wood		£64.78	BACS
Mortons	22.03.16	Legal Provision		£2,455.20	312568
O'Briens	31.03.16	Recycle Trade Waste SWC		£14.40	D/D
Rigby Taylor	30.03.16	Fertiliser		£159.25	BACS
Screwfix	09.02.16	Valved Masks and LED Lights		£89.85	BACS
Select Telecom	29.02.16	Phone Lines/Calls & Internet		£125.87	D/D
Sherburn Stone	31.03.16	Concrete to Repair S'Land Rd Car Park		£242.24	BACS
Trevor Jones	17.03.16	Service Combis Sland Rd Bungalow & Park Hse		£120.00	312569
Veolia	29.02.16	Trade Waste		£168.00	BACS
Veolia	31.03.16	Trade Waste		£240.00	312575
Vodafone	24.03.16	Mobile Phones		£55.62	D/D
Zurich	09.03.16	Additional Vehicle Insurance		£122.26	BACS
OTHER PAYMENTS - NO INVOICES					
Durham County Council	08.03.16	Cemetery Rates 2016/17	total for year	£1,197.90	D/D
Durham County Council	08.03.16	Sports Pavilion Rates 2016/17	total for year	£459.80	D/D
Durham County Council	08.03.16	Welfare Park House Domestic Rates 2016/17	total for year	£1,692.53	D/D
Durham County Council	08.03.16	Cemetery Lodge Domestic Rates 2016/17	total for year	£1,940.10	D/D
Durham County Council	08.03.16	S'land Road Bungalow Domestic Rates 2016/17	total for year	£1,480.97	D/D
Durham County Council	09.03.16	SWC Rates 2016/17	total for year	£6,630.80	D/D
Durham County Council	21.03.16	Horden Welfare Ground Rates April 2016		£144.92	D/D
Durham County Council	21.03.16	Horden Welfare Ground Rates 2016/17	total for year	£1,573.00	D/D
HMRC	10.03.16	Members Tax Rebate Month 12		-£11.20	312565
HMRC	31.03.16	PAYE wks 49-52		£4,512.43	312565
DCC Pension Fund	31.03.16	Superannuation wks 49-52		£4,373.88	312566
Durham County Council	31.03.16	Attachments wks 49-52		£32.84	312567
HM Courts & Tribunals	31.03.16	Attachments wks 49-52		£72.00	312573
Co-op Bank	03.03.16	Wages Week 48		£4,779.83	D/D
Co-op Bank	10.03.16	Wages Week 49		£4,765.71	D/D
Co-op Bank	17.03.16	Wages & Members Allowance Week 50		£5,132.32	D/D
Co-op Bank	24.03.16	Wages Week 51		£4,557.50	D/D
Co-op Bank	31.03.16	Wages Week 52		£4,731.58	D/D
Northumbrian Water	31.03.16	Works Building Water 01/01/16 - 31/03/16		£34.85	D/D
Invoice Total for March 2016				£56,201.82	

F&GP
15/16/161

Members/Officers Allowances.

The Admin & Finance Officer advised she had received the following claim:-
Travel Allowance from Councillor J White totaling £25.00.

RESOLVED: that the payment be APPROVED.

F&GP
15/16/162

Notice of Annual Review of Accounts 11th July 2016.

The Interim Clerk advised that the external audit by BDO LLP review of the council's accounts would commence on 11th July 2016.

RESOLVED: that the information be NOTED.

F&GP
15/16/163

Annual Audit Plan and Review of Internal Audit 2016.

Members gave consideration to:

- i. **Internal Audit Review 2015/16** – it was RESOLVED the report be ACCEPTED.
- ii. **Internal Audit Terms of Reference** - it was RESOLVED the report be ACCEPTED.
- iii. **External Audit Action Plan** – it was RESOLVED to make the amendments as per the Governance Sub-Committee's recommendations, as circulated and the report be ACCEPTED.
- iv. **Corporate Risk Review** – Members considered the Risk Review in detail and **RESOLVED** to ACCEPT the report with the following amendments:
 - Number 1 – Inadequate financial management results in loss up to and including complete

financial collapse – to move current risk rating from A1 to D2.

- Number 2 – Parish Council does not have the staff capacity or capability to deliver its objectives – to amend the risk detail description to “Taking into account staff absences, the Parish Council does not have sufficient staff capacity or capability to deliver its objectives” and the current risk rating to remain at A2.
- Number 5 – Council does not effectively manage its’ asset base leading to disrepair, capacity issues and revenue loss – to move the current risk rating from A2 to C2.
- Number 6 – Inadequate burial provision – to amend the risk detail to “insufficient burial provision” and the current risk rating be moved from B2 to D2.
- Number 7 – Partnerships/Customers not effectively contributing to the parish councils needs and requirements – to move the current risk rating from B2 to D3.
- Number 8 – Parish Council does not meet legal or regulatory requirements due to changes in legislation or council decision making process – to move current risk rating from C2 to D3.
- Number 9 – Performance management does not drive performance improvement – to move current risk rating from C2 to B2.
- Number 11 – The council’s banker's (the Co-Operative Bank) recent financial downgrade, cessation of trading with Principal Authorities from 2015, may increase losses, erode confidence and require the bank be "bailed out" by the Government, resulting in irrecoverable loss of the parish council's cash and reserves - to move current risk rating from D1 to E1.

v. Financial Risk Assessment 2015/16 –

Members noted the circulated Financial Risk Assessment however there were areas that were not applicable or correct. It was therefore **RESOLVED** that the Risk Assessment be approved subject to the Interim Clerk making the necessary amendments to update the Financial Risk Assessment in consultation with the Chairman of the Finance and General Purposes Committee so as to accurately reflect the Council’s situation.

F&GP
15/16/164

County Durham Association of Local Councils.

Notification of CDALC’s administration changes previously circulated.

RESOLVED: that the information given be NOTED.

F&GP
15/16/165

Request for Free Use of Social Welfare Centre.

Members gave consideration to correspondence requesting free use of the Social Welfare Centre in relation to the award of B.E.M. for Councillor W Hill.

RESOLVED: that free use be APPROVED.

F&GP
15/16/166

Thank you Letter.

Thank you letter from Yohden Primary School previously circulated regarding the annual pantomime.

RESOLVED: to display on the noticeboard.

F&GP
15/16/167

SLCC North East Roadshow.

Members considered attendance of the SLCC North East Roadshow at Hardwick Hall, Sedgefield on Wednesday 6th July 2016.

RESOLVED: that the information be RECEIVED.

F&GP
15/16/168

2015/16 Annual Report.

Members considered the content of the 2015/16 Annual Report.

RESOLVED: That subject to priorities, the inclusion of a debtors’ summary be added.

F&GP
15/16/169

Planning Applications.

DM/16/00496/HPN – Proposed Rear Conservatory at 22 Gallagher Crescent, Horden, SR8 4RW for Mrs Glaister.

DM/16/00606/FPA – Proposed Erection of Single-Storey Extension at front of 19 Fairport Terrace, Grants Houses, Horden, SR8 3SY for Mrs Purcell.

DM/16/00206/FPA – Proposed Erection of Two-Storey Extension to side of 3 Rothley Avenue, Horden, SR8 4AU for Mr Caygill.

RESOLVED: that the information given, be NOTED and RECEIVED.

The Meeting concluded at 8:42pm

HORDEN PARISH COUNCIL
Minutes of Re-Convened Meeting held 7th April 2016

Present: Councillor J White (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, D Nicol, I Roberts, D Tait, L Williams and E Wood.

Staff: Mr. S Wardle (Interim Clerk), Miss G Rowe (Admin & Finance Officer)

HPC **To reconvene Parish Council Meeting.**
15/16/183 **RESOLVED** that the Parish Council Meeting be reconvened at 8:50pm.

HPC **Date and Time of Next Meeting.**
15/16/184 **RESOLVED:** that the next meeting be held on 5th May 2016 at 6pm.

HPC **Exclusion of the Press and Public.**
15/16/185 **RESOLVED:** that in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act, 1960, the press and public be excluded from the meeting for the following items of business on the grounds that they involve information prejudicial to the public interest by reason of the confidential nature of the business to be transacted. It was further **RESOLVED** *that the order of business be changed for the following items HPC15/16/188.*

The Admin & Finance Officer left the Meeting at 9:00pm

HPC **Staffing and Priorities.**
15/16/186 **i. Strategic Key Priorities**
 The Interim Clerk advised Members on the urgent need to consider their short to medium term key priorities having taken into account the significant impact of reduced staff resources and issues in relation to governance both financial and general good Council working practices. It was acknowledged that Members and other staff and in particular the Chairman of the Council had taken on board numerous additional duties and responsibilities over the past 18 months primarily as a result of the more recent and longer term absence of the Clerk. This had also impacted on the Council's overall governance issues. This situation was not ideal however the fact that the Council had agreed to seek support it was evident that things had to change and there was a clear mandate from Members for matters to improve.
 Accordingly, the Interim Clerk suggested the following short to medium term Key Strategic Priorities for the Council:

- obtain external professional human resources advice and support to address the ongoing personnel issues;
- obtain appropriate financial support and skills to oversee the Council's end of year accounts, annual return and audit;
- urgently review the Council's meetings, delegation arrangements and Councillors' involvement in day to day operational matters to ensure the Council worked as efficiently and effectively as possible despite the difficulties and ensure there is no distraction from the Councils key priorities;

In addition to the above the Interim Clerk outlined there were numerous other important matters however it was essential that the Council concentrated on the above priorities and did not let other matters distract from them. **RESOLVED** that the information given be NOTED and that the key strategic priorities as outlined above be agreed

ii. Other Staffing
RESOLVED that the letters of resignation received from two Members of Staff, details of which were provided to Members, be RECEIVED and NOTED.

iii. Interim Clerk to the Council Arrangements
 The Chair outlined that pursuant to the Extraordinary Meeting of the Council held on 22 March 2016 (HPC15/16/177) Mr. Stuart Wardle had been appointed as an Interim Clerk on 28th March to assist the Parish Council. The Interim Clerk had confirmed that he was willing to support the Council however any long term arrangement beyond today's meeting was wholly dependent on how the Council and Members addressed the issues facing them at this meeting. In light of this and to ensure continuity; another person had been approached to act as a Temporary Clerk and references were being sought.

The Interim Clerk suggested that as the Council's existing delegated arrangements authorised the Clerk, (and thereby the Interim Clerk) to progress appointments this could be dealt with by him under existing arrangements. Regrettably there had been some confusion regarding the intentions of the Interim Clerk which had made the situation unclear.

The Interim Clerk left the meeting at 9.50pm

RESOLVED that the information given be NOTED, the Council ENDORSE the appointment of Mr. Stuart Wardle as Interim Clerk and note that he would be responsible for progressing all staffing matters.

The Meeting concluded at 9.55pm