

HORDEN PARISH COUNCIL
Minutes of Meeting held 8th June 2017

Present: Councillor I Roberts (Chairman)
 Councillors D Langan, F Leadbitter, I Mclean, J Robinson, D Tait.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

Also Present: Sharon Bailey (ISIS Arts Project).

HPC **Public Participation**

17/18/035 Sharon Bailey from ISIS Arts Project introduced herself to Members and proceeded to advise Members of the upcoming East Durham Creates Project, in particular the 'Safari Here' Project, which will take place in Horden. Members suggested that contact be made with local schools so they can link in with the project. Members thanked Ms. Bailey for her attendance.

At 6:12pm, Sharon Bailey left the Meeting.

HPC **Apologies for Absence.**

17/18/036 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor C Cain.

HPC **Declarations of Interest.**

17/18/037 There were no Declarations of Interest.

HPC **Minutes of the Annual Horden Parish Council Meeting held 18th May 2017.**

17/18/038 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Minutes of the Horden Parish Council Meetings held 18th and 23rd May 2017.**

17/18/039 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Police Report.**

17/18/040 There were no Police present to provide a report.

HPC **Audio Recording of Council Meetings Policy Revision.**

17/18/041 It was **RESOLVED** that the Policy be APPROVED and ADOPTED.

HPC **Member Reports Appointed to Outside Bodies.**

17/18/042 Cllr I Roberts provided Members with an update on the County Durham Association of Larger Councils Meeting held 25th May 2017.

HPC **Publication Scheme Review.**

17/18/043 Members considered the draft Publication Scheme.

After a lengthy discussion it was **RESOLVED:**

- i. As they do not apply, to remove the Parish Plan, Quality Status and Local Charters from the Publication Scheme.
- ii. That subject to the amendments the Publication Scheme be APPROVED.

HPC **East Durham Creates "Corners" Project.**

17/18/044 Members considered participation in the Project.

RESOLVED: To support the project where possible.

HPC **Requests for Dispensation.**

17/18/045 Members considered Dispensation Requests for Cllrs D Langan, I Roberts and D Tait. The Clerk reminded all Members to submit their Dispensations if they have not already done so as soon as possible.

RESOLVED: To APPROVE Dispensation Requests.

HPC **Parks and Cemetery Matters;**

17/18/046 **i. Parks and Cemetery Managers Report.**

The report previously circulated covered the period from 24th April to 26th May 2017. Members discussed the longevity of Sunderland Road Play Area. The Deputy Clerk advised Members that County Councillors J Clark and I Mclean are willing to fund nine school holiday events from their Neighbourhood Budgets.

RESOLVED: That a thank you letter be sent to both County Councillors for their continued support and the information be NOTED.

ii. Damage/Incident Reports.

22.05.17 Incident Memorial Park

At evening lock up staff witnessed an argument concerning allegations of one man filming children in the park and offering sweets to them. The adults were split into two groups, one accusing, and one defending the accused.

Staff asked the group to leave and called the police. Staff felt it necessary to call 999 for police attendance. The police promptly arrived and staff locked up the park.

The Clerk contacted the police who advised the matter had been passed to their safeguarding team.

The Clerk spoke to the safeguarding team who advised the matter had been satisfactorily dealt with at the scene. The man filming had been provided with permission from the parents of those children however, a child not involved in the filming had entered the park and then informed their parents who then came to the park and an argument ensued.

Members discussed the current procedure in place for members of staff to report incidents relating to personal safety. The Clerk reiterated that staff members must complete an Incident Report. It was

RESOLVED: That the information be NOTED.

iii. Thorpe Road Cemetery Extension Update.

The Clerk advised Members that Archeologists from Durham University will start work, as per the Planning Conditions, on Monday 12th June and that the Surveyor has been contacted to measure and stake the land so quotations for the boundary fencing can be sought.

RESOLVED: That the information be NOTED.

HPC
17/18/047

Finance and General Purposes Matters:

i. Bank Balances as at 30/05/2017.

The Deputy Clerk reported the bank balances as at 30/05/2017 being £842,686.37.

RESOLVED: that the information be NOTED.

ii. Income and Expenditure Report to 30/04/2017.

Members considered the report previously circulated. Members discussed the unforeseen overspend under Social Welfare Centre Buildings budget heading.

RESOLVED: that the information be NOTED.

iii. Debtor Report.

Members considered the report previously circulated.

RESOLVED: that the Clerk invite Horden Cricket Club to attend the July Parish Council Meeting regarding non-payment, if no payment is received by Friday 9th June, and to discuss a claim of sub-letting and the information be NOTED.

iv. Cash Cheques.

The Deputy Clerk advised there were no cash cheques.

v. Bank Transfer.

The Deputy Clerk advised there was no transfer for May 2017.

vi. Invoices for Payment.

RESOLVED: to ENDORSE payment for the attached schedule of invoices.

vii. Members/Officers Allowances

The Deputy Clerk advised she had received no claims. The Deputy Clerk advised Members of the process of making a Participation Allowance Claim.

HPC
17/18/048

Audit of Accounts for the Year Ended 31/03/2017.

a) To approve the Annual Governance Statement for the Year Ended 31/03/2017.

A copy of which had been circulated to each Member.

RESOLVED: That based on advice from the Responsible Finance Officer the Annual Governance Statement for the year ended 31 March 2017 be APPROVED and signed by the Chairman.

b) To approve the Statement of Accounts for the Year Ended 31/03/2017.

A copy of which had been circulated to each Member.

RESOLVED: the Statement of Accounts for the year ended 31 March 2017 be APPROVED and signed by the Chairman.

c) To approve the Annual Report of Internal Audit for the Year Ended 31/03/2017.

A copy of which had been circulated to each Member.

RESOLVED:

- i. That based on advice from the Responsible Finance Officer, the Annual Report of the Internal Audit for the year ended 31st March 2017 be APPROVED.
- ii. That based on advice from the Responsible Finance Officer, the Recommendations of Annual Report of the Internal Audit for the year ended 31st March 2017 be APPROVED.

d) To approve the Internal Audit Plan for 2017/18.

A copy of which had been circulated to each Member.

RESOLVED:

- i. To strike out Option 4.4.1. – No audit required for July 2017.
- ii. To invite the Internal Auditor to review 'time in lieu' arrangements as part of the mid-year audit in October 2017.
- iii. That subject to the amendments the Internal Audit Plan for 2017/18 be APPROVED.

HPC **Review of Earmarked Reserves.**

17/18/049

A copy of which had been circulated to each Member.

RESOLVED: To vire £20,000 from the General Reserve to the Election Reserve.

HPC **Grants and Donations for the Year Ended 31st March 2017.**

17/18/050

Members considered the Deputy Clerk's Report.

RESOLVED: That information be NOTED.

HPC **Corporate Risk Review.**

17/18/051

Members considered the Risk Review in detail and **RESOLVED** that the Event Management procedure be reviewed as a matter of urgency. It was **FURTHER RESOLVED** to APPROVE the report with the following amendments:

- i. Item 6 – Performance Management, under the Person Responsible this be amended to 'Member Panel'.
- ii. Page 10 to include the addition of the "F&GP Chairman and two Councillor cheque signatories" checks all petty cash.

HPC **Horden Banner Committee: Banner Loan Request.**

17/18/052

Members considered a request from Horden Banner Committee for the loan of the Harold Wilson Banner for the Durham Miners Gala Parade.

RESOLVED: That in line with Clause 3 of the Agreement with Durham Miners Association; the Harold Wilson Banner is loaned to Horden Banner Committee on the proviso that Durham Miners Association insure the Banner whilst it is on loan, assuming liability.

HPC **Social Welfare Centre Manager's Report May 2017.**

17/18/053

Members considered the content of the report.

RESOLVED: That information be NOTED.

HPC **Chairman's Allowance 2017.**

17/18/054

Members considered the £1,000 2017/18 Allowance.

RESOLVED:

- i. To increase the Chairman's Allowance to £1,500 in line with previous years.
- ii. To vire £500 from Budget Heading 'Other Grants' to Chairman's Allowance Budget Heading.

HPC **SLCC Regional Training Seminar.**

17/18/055

Members considered the attendance of the Clerk to the Council and Deputy Clerk at Sedgfield Wednesday 19th July 2017.

RESOLVED: That the Chairman, Clerk to the Council and Deputy Clerk attend.

Meeting concluded at 9:36pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1	25.04.17	Mary Clark plaque	£125.40	BACS
All Star	10.05.17	Fuel Charges	£103.71	D/D
All Star	24.05.17	Fuel Charges	£350.13	D/D
All Star	31.05.17	Fuel charges	£93.91	D/D
Ashley Gases	16.05.17	SWC Cellar gases	£19.92	BACS

BOC	31.05.17	Co2 monitor		£34.56	D/D
Bookers	31.05.17	Scourers, glass wash, salted peanuts, bacon fries, nescafe, sugar sachets, shandy, sugar bowl		£71.70	D/D
British Gas	24.05.17	Electricity Charges as below:		£460.86	D/D
		SWC 02/04/17 - 26/04/17	346.87		D/D
		Welfare Park 29/03/17 - 28/04/17	19.22		D/D
		Welfare Ground 02/04/17 - 01/05/17	22.58		D/D
		Sports Pavilion 29/03/17 - 28/04/17	9.70		D/D
		Memorial Park 29/03/17 - 28/04/17	20.22		D/D
		Cemetery 29/03/17 - 28/04/17	42.27		D/D
BT	11.05.17	SWC alarm line rental		£3.74	D/D
CNG	09.05.17	Supporters Club Gas Fixed Charges		£18.86	BACS
Co-Op	02.05.17	BACS charges		£59.56	D/D
Co op bank	25.05.17	Chage Fee		£1.60	D/D
DTA	12.05.17	SWC Bar supplies		£168.00	BACS
DTA	19.05.17	SWC Bar supplies		£84.00	BACS
Durham County Council	31.05.17	SWC lift service		£63.72	BACS
Durham Miners Gala Brochure	09.05.17	Quarter page in Durham Miners Gala Brochure		£170.00	312785
Go2 Electrical	20.05.17	Changed fuses in main board to RCBO		£740.00	312778
Greenlay	15.05.17	Service on John Deere ride on mower, oil & filters		£306.36	BACS
H.A Davie Ltd	19.05.17	12 month refrigeration contract		£390.00	BACS
Harbro	04.05.17	Fly trap bulbs		£11.74	BACS
Homecare	23.05.17	DIY Supplies		£98.91	BACS
Hutton Fire Protection	08.05.17	SWC fire alarm call out charge and new battery		£96.00	BACS
Innerglass	15.05.17	SWC cleaning supplies		£336.55	BACS
IOS	18.05.17	Stationery and Stamps		£207.86	BACS
ITC	31.05.17	Remote backup		£30.00	D/D
JRB Enterprise Ltd	09.05.17	29 boxes of dog bags		£624.00	BACS
Lloyd Ltd	03.05.17	2x Drive belts for bowls machine		£42.80	312786
LWC	12.05.17	SWC bar supplies		£258.72	D/D
LWC	19.05.17	SWC bar supplies		£1,209.82	D/D
LWC	26.05.17	SWC Bar supplies		£789.11	D/D
Maxwells DIY	31.05.17	Ply wood, bolts, nuts & washers		£11.27	BACS
Mortons	06.06.17	Provision of legal services		£2,400.00	312787
NAC	31.05.17	NAC membership fees 2017/18		£78.00	BACS
Network Rail	11.05.17	Water pipe rent for 24.06.17 - 23.06.18		£34.18	BACS
O'Briens	31.05.17	Trade Waste		£16.72	D/D
Party Animals	06.06.17	Animal entertainment for teddy bears picnic		£200.00	312788
Select Telecom	30.04.17	Phone Lines, Calls and Internet		£138.28	D/D
Treasured Memories	09.05.17	Memorial wall plaque		£156.90	BACS
Trevor Jones	29.05.17	Park House & Bowls Pavilion repairs		£230.45	312789
Veolia	31.05.17	Trade Waste		£120.00	BACS
Vodafone	31.05.17	Mobile Phones		£55.03	D/D
Wilf Husband	24.05.17	16 Tonne of topsoil		£230.40	BACS
Zurich	23.05.17	Insurance Renewal 2017/18		£14,487.07	312790
OTHER PAYMENTS - NO INVOICES					
Co-op Bank	25.05.17	Wages Week 8		£4,924.02	BACS
Co-op Bank	01.06.17	Wages Week 9		£4,969.55	BACS
Co-op Bank	08.06.17	Wages Week 10		£4,663.14	BACS
HM Revenue & Customs	01.06.17	PAYE wks 6-9		£4,645.41	312780
DCC Pension Fund	01.06.17	Superannuation wks 6-9		£4,654.29	312781
Durham County Council	01.06.17	Attachment of Earnings wks 6-9		£18.96	312782
HM Courts & Tribunals	01.06.17	Attachment of Earnings wks 6-9		£40.00	312783
HMRC	06.06.17	Late payment charge from September 2016		£1.83	312784
PWLB	02.06.17	Cemetery Loan Repayment		£13,036.11	D/D
Post Office	06.06.17	NK11 GWW, vehicle tax (12 months)		£245.00	312779
		MAY 2017 TOTAL		£62,328.15	