

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th December 2017

Present: Councillor F Leadbitter (Chairman)
 Councillors R Bagnall, J Clark, D Langan, A Lodge, I Mclean, W Morrow, L Williams.
Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

In the absence of the Chairman and Vice-Chairman Cllr F Leadbitter was nominated as Chairman.

HPC **Apologies for Absence.**
17/18/128 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors C Cain, E Connor, I Roberts, W Smith, D Tait, E Wood.

HPC **Declarations of Interest.**
17/18/129 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meeting held 9th November 2017.**
17/18/130 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 Personnel Sub-Committee Meetings held 19th October and 23rd November 2017.**
17/18/131 **RESOLVED:** That the Minutes be confirmed as a true record subject to the following amendments:
 i. Personnel Sub-Committee Meeting held 19th October 2017 PSC 17/18/006(i) "to APPROVE staff claim of 24.5 hours TOIL".
 ii. Personnel Sub-Committee Meeting held 19th October 2017 PSC 17/18/006(ii) "SWC working patterns be reviewed by the Personnel Sub-Committee as soon as possible".

HPC **Matters Arising.**
17/18/132 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC **Police Report.**
17/18/133 Members considered the Police Report circulated. Members discussed the content and format of the report.
RESOLVED: That the information be NOTED.

At 6:31pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**
17/18/134 The report circulated covered the period 30th October to 26th November 2017. Members thanked the Parks and Cemetery staff for the organisation of the Christmas Tree Lighting Service and continued hard work.
RESOLVED: the information be NOTED.

At 6:35pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:35pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**
17/18/135 Members discussed the content of the report which had been circulated to each Member. Members thanked the Social Welfare Centre Manager and staff for their continued hard work.
RESOLVED: That the information be NOTED.

At 6:37pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

HPC **Boxing Event Management Plan.**
17/18/136 A copy of which had been circulated to each Member. Members considered the Event Management Plan and associated documents at length.

A Member noted that there was no Risk Assessment provided by the organiser of the event.

At 7:13pm Cllr J Robinson entered the Meeting.

Cllr Langan expressed concern at the unaddressed actions required in the fire risk assessment, the proposed Event Management Plan, specifically the fact there is no Risk Assessment provided by the organiser, and lack of assurance with regard to security and safety of users and spectators of the event.

RESOLVED: That a satisfactory site specific Risk Assessment is carried out, by the organiser, which must be signed off prior to the event taking place.

- HPC**
17/18/137 **Performance Management Framework (PMF).**
- a) **Minutes of Performance Management Framework Sub-Committee Meeting held 23rd October 2017.**
RESOLVED: That in light of only one Member being present the item is deferred.
 - b) **PMF Sub-Committee Report and Recommendations.**
RESOLVED: That in light of only one Member being present the item is deferred.
 - c) **PMF Framework 27th November 2017.**
The Clerk provided an overview of priorities, in particular General Data Protection Regulations, and the workloads involved.
RESOLVED: That the information be NOTED.

- HPC**
17/18/138 **School Governor Vacancy: Cotsford Junior School.**
RESOLVED: To nominate Cllr L Williams.

- HPC**
17/18/139 **Member Reports Appointed to Outside Bodies.**
There were no updates.

- HPC**
17/18/140 **Royal Garden Party.**
RESOLVED: to nominate Cllr J Clark and consort and Cllr I Roberts and consort to attend.

- HPC**
17/18/141 **Quarterly Corporate Risk Review.**
- a) **Corporate Risk Review.**
Members considered the Risk Review in detail taking into consideration associated risks and control measures in place.
It was **RESOLVED:**
 - i. To **ACCEPT** the report with the condition that control measures are reviewed thoroughly at a Special Meeting of the Council.
 - ii. That the Budget Sub-Committee Meeting scheduled for 12th December 2017 is cancelled and the proposed 2018/19 Budget is considered at a Special Meeting of the Full Council on Thursday 14th December 2017.
 - b) **Financial Risk Review**
A copy of which had been circulated to each Member.
It was **RESOLVED** to **ACCEPT** the report.

Meeting concluded at 8:30pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th December 2017

Present: Councillor L Williams (Chairman)
 Councillors R Bagnall, J Clark, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, J Robinson.
Staff: Mr. P Davison (Clerk to the Council), Miss G C Rowe (Deputy Clerk).

F&GP 17/18/051 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors C Cain, E Connor, I Roberts, W Smith, D Tait, E Wood.

F&GP 17/18/052 **Declarations of Interest.**
 There were no declarations of interest.

F&GP 17/18/053 **Minutes of the Finance and General Purposes Committee Meetings held 9th November 2017.**
 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.

F&GP 17/18/054 **Parish Council Financial:**

a) **Bank Balances as at 30/11/2017.**
 The Deputy Clerk reported the bank balances as at 30/11/2017 being £804,047.67 less Cemetery Extension Loan balance of £392,606 = £411,441.67.
RESOLVED: That the information be NOTED.

b) **Income and Expenditure Report.**
 Members noted the budget overspends reported in the Budget Monitoring Report.
RESOLVED: That the information be NOTED.

c) **Council Reserves.**

a) **Reserve Balances.**
RESOLVED: to defer the item for consideration at the budget setting Meeting of the Council.

b) **Numbered Streets Project Contribution.**
RESOLVED: to make a contribution of £2,000 from the savings made under budget heading SWC Gas and to consider further when setting the 2018/19 budget.

d) **Debtor Report.**
 Members considered the report.
RESOLVED: That the information be NOTED.

e) **Cash Cheques.**
 There were no cash cheques.

f) **Bank Transfer.**
 The Deputy Clerk advised there was no bank transfer for November 2017.

F&GP 17/18/055 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

The Chairman under Standing Order 5(a)(vi) moved without notice to alter the order of business on the agenda for reasons of urgency or expedience for the following items F&GP 17/18/056 and F&GP 17/18/057

F&GP 17/18/056 **Exclusion of Press and Public.**
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.

F&GP 17/18/057 **Staff TOIL Claim.**
 Members considered the payment of £278.81 made to a staff member at length and the circumstances resulting in payment being made.
RESOLVED:

- i. To request re-imburement of £278.81 in mutually agreed installment amounts.
- ii. The staff member receives a letter of apology.
- iii. To accept there was a misunderstanding and no further payments are made through the Personnel Sub-Committee but through the Finance and General Purposes Committee only.

F&GP **Members/Officers Allowances.**

17/18/058 The Deputy Clerk advised she had received the following claims:
 Travel Allowance from Councillor F Leadbitter for £92.92.
 Participation Allowance from Councillor R Bagnall for £571.93.
RESOLVED: That the payments be APPROVED.

F&GP **Redhills 'Pitman's Parliament' Seat Sponsorship.**

17/18/059 Members considered the wording for the commemorative token affixed to the sponsored seat, funded via the Chairman's Allowance.

RESOLVED:

- i. That the Chairman's Allowance is reimbursed the payment of £100 for the seat sponsorship and it is funded via LGA 1972, S.145, Provision of entertainment and support of the Arts.
- ii. The token reads "Horden 1900-87, with fortitude and indomitable spirit, Horden Miners.

F&GP **Zurich Local Community Advisory Service Seminar 31st January 2018 at Shotton Hall, Peterlee.**

17/18/060 **RESOLVED:** That the Clerk, SWC Manager and Parks and Cemetery Manager attend.

F&GP **AAP Forum Event Award Ceremony – Horden Summer Activities 2016 and 2017 Nomination.**

17/18/061 **RESOLVED:** That four volunteers from the Horden Heritage Centre and Vintage Tearoom are invited to attend, in recognition of their volunteering efforts in the Welfare Park, on behalf of Horden Parish Council.

F&GP **Planning Applications.**

17/18/062 There were no Planning Applications to consider.

Meeting concluded at 9:42pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	30.11.17	SWC Water Cooler	19.24	D/D
Armstrong Damp Control	23.11.17	Damp proofing to office wall	£400.00	312880
Ashley Gases	27.11.17	Cellar Gases	£9.96	BACS
BOC	30.11.17	Co2 monitor	£35.76	D/D
British Gas	13.11.17	Welfare Ground electricity 02.09.17 - 31.10.17 (Re-charge)	£165.84	D/D
BT	11.11.17	SWC alarm line rental	£3.74	D/D
CDALC	14.11.17	Councillor Training: Employing People, Managing Performance, Grievance & Bullying, Sickness & Absence	£480.00	BACS
CDALC	17.11.17	Data Protection Training x17	£510.00	BACS
CNG	09.11.17	Ex-Supporters Club fixed gas charges	£19.44	BACS
DTA	23.11.17	SWC Bar supplies	£177.60	BACS
Durham County Council	17.11.17	SWC lift service	£63.72	BACS
Gazprom	14.11.17	SWC Gas 30.09.17 - 31.10.17	£328.34	D/D
Go2electrical	29.11.17	Supply 1 and fit 2 LED panels in bar area	£160.00	BACS
Go2electrical	29.11.17	Supply and fit x2 two gang sockets and x1 four gang light switch	£90.00	BACS
Harbro	20.11.17	4 lightbulbs	£9.89	BACS
Homecare	23.11.17	Batteries, nuts, bolts, cutting discs, 8 tins of emulsion, 4 paint brushes, paint rollers, step ladders, white spirit, groud.	£204.81	BACS
Homecare	30.11.17	Batteries, nuts, bolts, cutting discs,	£24.47	BACS
Horns Garden Centre	06.11.17	Fertiliser, fish bl & bone, bonemeal	£223.81	BACS
Horns Garden Centre	30.11.17	10 Mole traps	£54.90	BACS
Hutton Fire Protection	24.11.17	Call out to repair fire alarm and replace batteries	£90.00	BACS
Innerglass	07.11.17	2 pairs of safety shoes, SWC cleaning supplies	£387.10	BACS
Innerglass	10.11.17	Credit for 1 pair of safety shoes incorrect price charged	(£8.48)	BACS
Innerglass	24.11.17	1 pair of safety boots	£23.94	BACS
Innerglass	09.11.17	12x flash spray, glasswash detergent	£98.11	BACS
IOS	30.11.17	A3 paper, A4 paper, labels, year planners, document wallets	£81.98	BACS
ITC	30.11.17	Remote Backup	£30.00	D/D
J.J Dell	14.11.17	Allotment Rent 2016	£1,435.00	312881
Lights 4 Fun	21.11.17	Xmas Tree Star	£41.79	312870

LWC	10.11.17	SWC Bar supplies	£285.23	D/D
LWC	24.11.17	SWC Bar supplies	£1,294.25	D/D
MPLC	06.11.17	SWC Motion Picture License	£114.00	312884
O'briens	30.11.17	Trade Waste	£16.72	D/D
On Route	14.11.17	Fuel charges	£119.82	D/D
On Route	21.11.17	Fuel charges	£69.94	D/D
On Route	28.11.17	Fuel charges	£60.12	D/D
R.F.C Carpets	29.11.17	Flooring supplied and fitted to HPC office, uplift of old carpet	£335.00	BACS
Roadsafe	03.11.17	Remembrance Sunday signs, delivery and installation of signs, 8 men on site from 9.30am - 12pm, CAD drawings	£2,724.00	312882
Scottish Power	18.10.17	Ex-Supporters Club Electricity 23/9 - 18/10	£14.37	BACS
Scottish Power	26.10.17	Works Building Electricity	£150.59	D/D
Scottish Power	11.10.17	Memorial Park electricity	£10.26	D/D
Select Telecom	31.10.17	Telephone Calls, Lines and Internet	£154.38	D/D
Spaldings	04.12.17	3 Scissor litter pickers	£120.60	BACS
Trevor Jones	21.11.17	Service park house combi, Service Welfare Centre combi	£100.00	312883
Veolia	30.11.17	Trade waste	£150.00	BACS
Vodafone	22.11.17	Mobile Phones	£55.17	D/D
Zurich	10.11.17	Addition of x4 floodlights to insurance schedule	£132.09	BACS
OTHER PAYMENTS				
Co-op Bank	16.11.17	Wages Week 33	£7,432.68	D/D
Co-op Bank	23.11.17	Wages Week 34	£5,038.75	D/D
Co-op Bank	30.11.17	Wages Week 35	£5,104.91	D/D
Co-op Bank	07.12.17	Wages Week 36	£5,126.48	D/D
HMRC	10.11.17	Members PAYE Month 8	£157.80	312865
Great North Air Ambulance	10.11.17	Approved Donation	£150.00	312866
HCWFC	13.11.17	Refund Installation of Electricity Meter for Floodlights	£120.00	312867
Durham Miners Assoc.	13.11.17	Redhills Seat Sponsorship - Chair's Allowance	£100.00	312868
Buglers Association	20.11.17	Remembrance Sunday Bugler	£75.00	312869
Durham County Council	30.11.17	Attachment of Earnings wks 33-35	£23.70	312875
HM Courts & Tribunals	30.11.17	Attachment of Earnings wks 33-35	£30.00	312877
DWP	30.11.17	Attachment of Earnings wks 35	£7.69	312876
HMRC	30.11.17	PAYE wks 33-35	£3,667.11	312878
DCC Pension	30.11.17	Superannuation wks 233-35	£3,721.02	312879
		November 2017 TOTAL	£41,822.64	