

HORDEN PARISH COUNCIL
Minutes of Meeting held 1st November 2018

Present: Councillor I Roberts (Chairman)
 Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, J Robinson,
Also W Smith, D Tait, L Williams, E Wood.
Present: S Bowmaker (PCSO).
Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

HPC **Apologies for Absence.**
18/19/102 There were no apologies for absence.

HPC **Declarations of Interest.**
18/19/103 Cllr J Clark declared an interest on Item HPC 18/19/108, Parks and Cemetery Manager's Report, Appendix 2 Durham County Council Winter Maintenance Strategic Risk Assessment.
 Cllr I Mclean declared an interest on Item HPC 18/19/108, Parks and Cemetery Manager's Report, Appendix 2 Durham County Council Winter Maintenance Strategic Risk Assessment.

HPC **Minutes of the Horden Parish Council Meetings held 28th September, 4th and 23rd October 2018.**
18/19/104 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 Risk Management Sub-Committee Meeting held 11th October 2018.**
18/19/105 A copy of which had been circulated to each Member.
RESOLVED: That subject to the amendments to those Members present the Minutes be confirmed as a true record and signed by the Chairman.

At 6:05pm Cllr A Lodge entered the Meeting.

HPC **Matters Arising.**
18/19/106 A copy of which had been circulated to each Member.
 It was **RESOLVED:** That the information be NOTED.

HPC **Police Report.**
18/19/107 PCSO Bowmaker provided Members with a breakdown of the 292 incidents reported in Horden. Members asked PCSO Bowmaker questions related to her report. The Chairman thanked PCSO Bowmaker for attending the Meeting.
RESOLVED: The information be NOTED.

At 6:34pm PCSO S Bowmaker left the Meeting.

At 6:34pm the Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**
18/19/108 The report circulated covered the period 29th September to 28th October 2018. Members asked the Parks and Cemetery Manager questions relating to his report.

At 6:37pm Cllrs J Clark and I Mclean left the Meeting.

It was **RESOLVED:**

- i. To define the responsibilities of both Durham County Council and Horden Parish Council in relation to winter maintenance arrangements and staff capacity.
- ii. The information be NOTED.

At 6:50pm the Parks and Cemetery Manager left the Meeting.

At 6:50pm Cllr J Clark re-entered the Meeting.

At 6:50pm the Social Welfare Centre Manager entered the Meeting.

At 6:52pm Cllr I Mclean entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**
18/19/109 Members discussed the content of the report, which had been circulated to each Member. Members asked the SWC Manager questions relating to his report.
RESOLVED: That the Clerk investigate reasons for accrued TOIL and the information be NOTED.

At 7:02pm the Social Welfare Centre Manager left the Meeting.

- HPC**
18/19/110 **Asset Register.**
a) **Transfer of Assets to Horden Recreation Ground Charity.**
Further to the Internal Auditors Action Plan, the Council's Asset Register should reflect the change of ownership of assets to Horden Recreation Ground Charity from the Welfare Park Department.
RESOLVED: To APPROVE the transfer of the Welfare Park Assets, at a value of £130,535, to Horden Recreation Ground Charity.
- b) **Horden Parish Council Asset Register.**
The updated Asset Register reflected the Welfare Park Department at a zero value in accordance with the transfer of ownership to the Recreation Ground Charity.
RESOLVED: To APPROVE the Asset Register.
- HPC**
18/19/111 **Risk Management Sub-Committee.**
RESOLVED: To nominate Cllr R Bagnall as a member of the Risk Management Sub-Committee.
- HPC**
18/19/112 **Strategic Net Risk Register.**
Members reviewed the comments and amended risk ratings applied to the Risk Register by the Risk Management Sub-Committee.
RESOLVED: To APPROVE the Strategic Risk Register.
- HPC**
18/19/113 **Financial Net Risk Register.**
Members reviewed the comments and amended risk ratings applied to the Risk Register by the Risk Management Sub-Committee.
RESOLVED: To APPROVE the Financial Risk Register.
- HPC**
18/19/114 **Social Welfare Centre Sub-Committee.**
Members considered the re-instatement of the SWC Sub-Committee, as recommended by the Internal Auditors Action Plan.
It was **RESOLVED:**
i. To re-instate the SWC Sub-Committee.
ii. The Sub-Committee consist of seven Members including Cllrs D Langan, A Lodge, F Leadbitter, R Bagnall, C Cain, I Roberts and D Tait.
iii. Subject to the inclusion of Users Updates the draft Terms of Reference are APPROVED.
- HPC**
18/19/115 **Draft Cash Handling Policy and Procedure.**
Members considered the draft policy and procedure, in accordance with the Internal Auditors Action Plan Recommendation.
RESOLVED: To APPROVE the Policy.
- HPC**
18/19/116 **Exclusion of Press and Public.**
RESOLVED: that in accordance with Section 2(1) 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.
- HPC**
18/19/117 **Gardener/Gravedigger Part Time Vacancy.**
The Clerk advised Members that due to a resignation an 18.5 hour post had arisen.
RESOLVED: The Personnel Sub-Committee commence the recruitment process for the 18.5 hour post.
- HPC**
18/19/118 **Member Reports Appointed to Outside Bodies.**
Cllr I Roberts provided Members with an update from the CDALC Annual Meeting held Saturday 20th October 2018.
RESOLVED: That the information be NOTED.

Meeting concluded at 7:50pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 1st November 2018

Present: Councillor D Tait (Chairman)
 Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow,
 I Roberts, J Robinson, W Smith, D Tait, L Williams, E Wood.

Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

P&C **Apologies for Absence.**
18/19/038 There were no apologies for absence.

P&C **Declarations of Interest.**
18/19/039 There were no declarations of interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 4th October 2018.**
18/19/040 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.

P&C **Thorpe Road Cemetery Extension Capital Works.**
18/19/041 The Deputy Clerk provided Members with an update of progress to date and discussed the items which had been identified during the snagging process with the Project Manager. Members discussed an official opening ceremony.
 It was **RESOLVED:**

- i. The Deputy Clerk continue to liaise with the Project Manager to correct snagging issues and report back as necessary.
- ii. To identify a suitable date which coincides with the history of the cemetery for re-opening ceremony.
- iii. That the information be NOTED.

P&C **Peterlee Town Council Thorpe Road Cemetery Contribution.**
18/19/042 The Clerk provided Members with an update.
 It was **RESOLVED:**

- i. To seek legal advice in relation to Peterlee Town Council Thorpe Road Cemetery Contribution.
- ii. That Cllrs I Roberts, R Bagnall, D Langan and the Clerk meet with representatives from Peterlee Town Council.
- iii. That the information is NOTED.

P&C **Memorial Clock Refurbishment.**
18/19/043 The Deputy Clerk provided Members with a breakdown of the work undertaken on the Memorial Clock.
RESOLVED: That the information is NOTED.

Meeting concluded at 8:15pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 1st November 2018

Present: Councillor E Connor (Chairman)
 Councillors R Bagnall, C Cain, J Clark, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, I Roberts, J Robinson, W Smith, D Tait, L Williams, E Wood.

Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

F&GP 18/19/083 **Apologies for Absence.**
 There were no apologies for absence.

F&GP 18/19/084 **Declarations of Interest.**
 Cllr J Clark declared an interest on Item F&GP 18/19/094 - Request for Financial Assistance Horden Helping Hands Community Allotment.
 Cllr F Leadbitter declared an interest on Item F&GP 18/19/094 - Request for Financial Assistance Horden Helping Hands Community Allotment.

F&GP 18/19/085 **Minutes of the Finance and General Purposes Committee Meeting held 4th October 2018.**
 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 18/19/086 **Parish Council Financial:**

a) **Bank Balances as at 31/10/2018.**
 The Deputy Clerk/RFO reported the bank balances as at 31/10/2018 being £438,079.91 less Cemetery Extension Loan balance of £72,054 = £366,025.91
RESOLVED: That the information be NOTED.

b) **Income and Expenditure Report to 30/09/2018.**
 Members noted the current levels of income and expenditure and queried budget overspends.
RESOLVED: That the information be NOTED.

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

d) **Cash Cheques.**
 No cash cheques requested.

e) **Bank Transfer.**
 The Deputy Clerk/RFO advised there was no bank transfer for October 2018.

F&GP 18/19/087 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

F&GP 18/19/088 **Members/Officers Allowances.**
 The Clerk advised she had the following claim:
 Participation Allowance for Cllr D Tait for £571.93.
 Participation Allowance for Cllr W Smith for £571.93.
 Participation Allowance for Cllr L Williams for £571.93.
 Participation Allowance for Cllr J Robinson for £571.93
 Participation Allowance for Cllr E Connor for £571.93
RESOLVED: To APPROVE payments.

F&GP 18/19/089 **2018 Strategic Plan.**
 Members considered their 2018 Strategic Plan, set as part of the budget process, Members reviewed their current priorities, taking into account the actual costs compared to those forecast.
 It was **RESOLVED:**

- i. To de-prioritise kitchen extractor fan for Ambulance House at £500, as it was not required.
- ii. To de-prioritise Numbered Street Project Grant at £3000 in order to prioritise 'Back on Track' Project at £1150 and a Public Relations Exercise at £1850.
- iii. To de-prioritise H.R. Provision, Appraisal Format Review, as this can be completed in house.

F&GP 18/19/090 **County Durham and Cleveland CTP Finance Training Session.**
 Members considered attendance at County Hall Tuesday 13th November 2018 at £30 per delegate.
RESOLVED: The Clerk, Deputy Clerk/RFO and Cllrs D Langan, W Morrow, I Roberts, E Connor, A Lodge attend.

F&GP **Social Welfare Centre Debtors.**

18/19/091 Members considered the write off of old SWC Debts, which are now unrecoverable.

RESOLVED: To write off debtors at a total of £500.77.

F&GP **Purchase of Dog Bags.**

18/19/092 The Deputy Clerk/RFO advised Members that the Dog Bag Expenditure Budget has been exhausted for 2018/19, however, the sale of dog bags to the general public was an extremely popular and high demand service of the Council. The Deputy Clerk/RFO further advised Members that the cost of purchase would be recovered by the 50p cover charge per pack and it would not result in a budget overspend.

RESOLVED: to vire £700 from GP-Subscriptions Budget Heading to fund the purchase of dog bags for the remainder of 2018/19 financial year.

F&GP **Request for Financial Assistance Great North Air Ambulance.**

18/19/093 Members considered a donation under Local Government Act 1972, Section 137.

RESOLVED: To APPROVE a donation of £150.

F&GP **Request for Financial Assistance Horden Helping Hands Community Allotment.**

18/19/094 Members considered a donation under Open Spaces Act 1906 ss.9-10.

RESOLVED: On the basis that the Council charge an annual rental of £1 per annum, no further donation is given.

F&GP **Planning Applications.**

18/19/095 Single Storey Extension to rear at 16 Sunderland Avenue, Horden, SR8 4BH for Mrs Robinson.

RESOLVED: That no comment is made and the information is NOTED.

Meeting concluded at 9:08pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	30.09.18	SWC Water Cooler	£19.24	D/D
Arco	09.10.18	5 x Black Polo Shirts	£40.86	BACS
Arco	09.10.18	Safety Boots	£61.19	BACS
Arco	09.10.18	Waterproof Jacket	£39.59	BACS
Arco	09.10.18	Ladies Waterproof Jacket	£38.39	BACS
Ashley Gases Limited	29.10.18	CO2 Gas	£57.24	313046
Banner	26.09.18	SWC Stationery	£89.29	BACS
BCE Northern	31.10.18	Memorial Clock Refurbishment	£11,269.20	
Biffa	30.09.18	SWC Recycle Trade Waste	£18.05	D/D
Booker Limited	24.10.18	Bar Supplies	£31.15	D/D
CDALC	11.10.18	16 x Good Councillors Guide 2018	£52.00	BACS
David Gooch	31.10.18	Stocktaking for SWC Bar	£51.50	313042
David Ogilvie Engineering Ltd	12.10.18	Chair's Allowance	£971.40	BACS
DTA	05.10.18	Scorpion Lager	£91.68	BACS
DTA	19.10.18	2 x Scorpion Lager	£183.36	BACS
DTA	26.10.18	2 x Scorpion Lager	£183.36	BACS
Durham County Council	02.10.18	Internal Audit 01/04/18-31/03/19	£5,152.80	313043
Elvet Construction Consultants	29.10.18	Works Up To 26/09/2018	£3,680.74	313047
Gazprom Energy	10.10.18	SWC Gas 01/09/18-29/09/18	£249.91	D/D
HPF Picture Framing	08.10.18	Canvas Frame with 'Horden Remembers'	£160.00	313031
Hutton Fire Protection	25.10.18	Service Fire Alarms/Emerg Lights SWC	£90.00	BACS
LWC North East	19.10.18	SWC Bar Supplies	£757.51	D/D
LWC North East	26.10.18	SWC Bar Supplies	£829.61	D/D
MKM Building Supplies	03.10.18	Sand, Cement and Post Mix	£65.74	BACS
N & J Catering	10.10.18	Hook a Duck and 2 Childrens Rides - Teddy Bears Picnic	£450.00	313044
N & J Catering	10.10.18	2 Childrens Rides - Pirates In The Park	£300.00	313044
Regal Print Ltd	11.10.18	400 x Centenary Publication Print	£59.00	BACS
Select Telecom	30.09.18	Telephone calls, lines & internet	£128.63	D/D

Shoreline Fire and Security	03.10.18	Disconnect Intruder Alarm Welfare House	£96.00	BACS
Shoreline Fire and Security	25.10.18	Call Out and Replace Smoke Detector and Base to SWC Lift Shaft	£126.00	BACS
SSE/SWALEC	09.10.18	Memorial Park Electricity 10/07/18-01/10/18	£56.12	D/D
The Fuelcard Company	30.09.18	Fuel Charges	£127.32	D/D
TJ's Heating & Home Improvements	18.10.18	Sunderland Road Pavilion Ceiling Damage Repair	£1,665.00	313045
Vodafone	23.10.18	Mobile Phones	£100.29	D/D
OTHER PAYMENTS				
Co-op Bank	04.10.18	Wages Week 26	£4,871.19	D/D
Co-op Bank	11.10.18	Wages Week 27	£4,736.18	D/D
Co-op Bank	18.10.18	Wages Week 28	£4,882.34	D/D
Co-op Bank	25.10.18	Wages Week 29	£5,115.97	D/D
NWG	11.10.18	Cemetery Water Monthly Standing Charge	£72.00	D/D
HMRC	31.10.18	PAYE wks 27-30	£4,271.96	313037
DCC Pensions	31.10.18	Superannuation wks 27-30	£4,593.04	313036
Durham County Council	31.10.18	Attachment of Earnings wks 27-30	£59.10	313038
CAPS	31.10.18	Attachment of Earnings wks 27-30	£40.00	313039, 313040
CAPS	31.10.18	Attachment of Earnings wks 27-30	£26.61	313041
Horden Parish Council October 2018 TOTAL			£55,960.56	