

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 5<sup>th</sup> March 2020**

**Present:** Councillor I Roberts (Chairman)  
 Councillors C Cain, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, W Smith, D Tait, A Turner, E Wood.  
**Staff:** K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO), C Muir (Parks and Cemetery Manager).  
**Also Present:** A member of the public.

**HPC 19/20/131** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and APPROVED for Councillor R Bagnall, J Clark, L Williams.

**HPC 19/20/132** **Declarations of Interest.**  
 There were no declarations of interest.

**HPC 19/20/133** **Minutes of the Horden Parish Council Meeting held 6<sup>th</sup> February 2020.**  
 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 19/20/134** **Matters Arising.**  
 A copy of which had been circulated to each Member.  
**RESOLVED:** That the information be NOTED.

**HPC 19/20/135** **Police Report.**  
 Members considered the Police Figures and Report for February 2020.  
 It was **RESOLVED:**

- i. To make a further request for crime trend indicators on Police Reports.
- ii. To request detection rates in relation to crime figures.
- iii. That the information be NOTED.

**HPC 19/20/136** **Parks and Cemetery Manager's Report.**  
 The report circulated covered the period of February 2020. Members asked the Parks and Cemetery Manager questions in relation to his report. Cllr Connor passed on comments and thanks, from a member of public, to the Parks and Cemetery staff for their continued hard work and good condition of the parks.  
**RESOLVED:** That the information be NOTED.

*At 6:25pm the Parks and Cemetery Manager left the Meeting.*

**HPC 19/20/137** **Virement of Funds to Earmarked Reserves.**  
 Members considered the Deputy Clerk/RFO's Report.  
**RESOLVED:** To APPROVE the virement of £16,641 to the Property Repair Earmarked Reserve.

**HPC 19/20/138** **Strategic Risk Register.**  
 Members considered their current risks and ratings in their Strategic Risk Register.  
 It was **RESOLVED:**

- i. To re-circulate Training Questionnaires to all Members.
- ii. To APPROVE the Strategic Risk Register.

**HPC 19/20/139** **Financial Risk Register.**  
 Members considered their current risks and ratings in their Financial Risk Register.  
 It was **RESOLVED:**

- i. To include Asset Management as a 2020/21 Priority, as previously discussed and deferred with Internal Audit as an outstanding action for 2019/20.
- ii. To produce a draft policy and procedure for property inspections.
- iii. To produce a draft policy and procedure for use of a credit card.
- iv. To APPROVE the Financial Risk Register.

**HPC 19/20/140** **Cash Handling Policy and Procedure.**  
 Members considered the policy amendments, in line with the Internal Auditor's Action Plan.  
**RESOLVED:** To APPROVE the Policy.

**HPC 19/20/141** **Member Reports Appointed Outside Bodies.**  
 There were no updates provided.

**HPC**      **Exclusion of Press and Public.**

**19/20/142**    **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.

*At 6:50pm the Member of Public left the Meeting.*

**HPC**      **Thorpe Road Cemetery Contribution.**

**19/20/143**    Members discussed the Clerk's Report in detail.

**RESOLVED:** To enforce the debt through warrant of control.

*Meeting concluded at 7:15pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 5<sup>th</sup> March 2020**

**Present:** Councillor D Tait (Chairman).  
Councillors C Cain, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, W Smith, A Turner, E Wood.

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

**P&C** **Apologies for Absence.**

**19/20/060** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor R Bagnall, J Clark, L Williams.

**P&C** **Declarations of Interest.**

**19/20/061** There were no declarations of interest.

**P&C** **Minutes of the Parks and Cemetery Committee Meeting held 6<sup>th</sup> February 2020.**

**19/20/062** 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** **Damage and Incident Reports.**

**19/20/063** Members considered the report.

It was **RESOLVED:**

- i. To request Sunderland Road Playing Fields are flagged as a 'hot spot' with the Police.
- ii. Obtain costings for anti-vandal guttering for Sunderland Road Pavilion.
- iii. That the information be NOTED.

*Meeting concluded at 7:30pm*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 5<sup>th</sup> March 2020**

**Present:** Councillor E Connor (Chairman)  
 Councillors C Cain, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, W Smith, D Tait, A Turner, E Wood.  
**Staff:** K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

**F&GP** **Apologies for Absence.**  
**19/20/088** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor R Bagnall, J Clark, L Williams.

**F&GP** **Declarations of Interest.**  
**19/20/089** Cllr W Morrow declared an interest on Item F&GP 19/20/101 (b) and withdrew from the meeting.

**F&GP** **Minutes of the Finance and General Purposes Committee Meeting held 6<sup>th</sup> February 2020.**  
**19/20/090** 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** **Parish Council Financial:**  
**19/20/091**

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 29/02/2020.**  
 The RFO reported the bank balances as at 29/02/2020 being £324,140.43.  
 The RFO reported the estimated General/Earmarked Reserve Balances being £230,225; resulting in an estimated Cash Flow of £93,915.43.  
**RESOLVED:** That the information be NOTED.
- ii. Income and Expenditure Report to 31/01/2020.**  
 Members noted the current levels of income and expenditure.  
**RESOLVED:** That the information be NOTED.
- iii. Debtor Report.**  
 Members considered the report.  
**RESOLVED:** That the information be NOTED.
- iv. Cash Cheques.**  
 The RFO requested a cash cheque of £1,000 Petty Cash.  
**RESOLVED:** To APPROVE Payment.
- v. Bank Transfers – February 2020.**  
 The RFO advised the bank transfers for February 2020 at £15,000 to the Business Saver Account.

**F&GP** **Invoices for endorsement for payment.**  
**19/20/092** **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

**F&GP** **Members/Officers Allowances.**  
**19/20/093** The Deputy Clerk/RFO advised she had received no claims.

**F&GP** **Bank Mandates.**  
**19/20/094** Members noted Bank Mandates as at 28<sup>th</sup> February 2020.  
**RESOLVED:** To APPROVE Bank Mandates.

*At this juncture Members RESOLVED to change the order of business on the agenda in accordance with Standing Order 10(a)(vi).*

**F&GP** **East Durham Film Festival.**  
**19/20/095** Members considered the programme of events for the East Durham Film Festival, Carnival of Brass Production to be held at Horden Social Welfare Centre, Saturday 28<sup>th</sup> March 2020.  
**RESOLVED:** To ENDORSE the Deputy Clerk/RFO's actions for free use of the Social Welfare Centre and the information be NOTED.

**F&GP** **Durham County Council Selective Licensing Consultation.**  
**19/20/096** Members noted the consultation proposals and considered a collective response.  
**RESOLVED:** To send a collective response to Durham County Council in support of the proposals, which will address widespread issues in the village, including a commendation to the Portfolio Holder for Strategic Housing and Assets to acknowledge the efforts made to date.

**F&GP** **Nepacs Donation Request.**  
**19/20/097** Members considered a request for financial support under the Local Government and Rating Act 1997, S.31, Powers to spend money on various crime prevention measures.  
**RESOLVED:** To APPROVE a donation of £250.

**F&GP DCC Temporary Road Closure, Handley Street, Horden.****19/20/098** **RESOLVED:** That the information be NOTED.**F&GP DCC Temporary Road Closure, Sunderland Road Bungalows, Horden.****19/20/099** **RESOLVED:** That the information be NOTED.**F&GP Planning Applications.****19/20/100** DM/20/00298/FPA – Change of Use from Unauthorised Highway Verge to Enclosed Private Garden Curtilage at Johals News and Off Licence, 10 Dene Terrace, Horden, SR8 4JF for Darshan Johal.**RESOLVED:** The information be NOTED and no comment made.**F&GP VE Weekend 8-10<sup>th</sup> May 2020.****19/20/101 a) Schedule of Events.**

Members considered the current schedule of events and further update from the Deputy Clerk/RFO.

Members expressed their gratitude to the Deputy Clerk/RFO for the progress to date.

**RESOLVED:** That the information be NOTED.**b) SSAFA and Royal British Legion Charities.**Members considered a request for charities SSAFA and Royal British Legion to fundraise at the Welfare Park Event Saturday 9<sup>th</sup> May 2020.**RESOLVED:** To APPROVE the request.*Meeting concluded at 8:21pm***Horden Parish Council Invoices for Payment**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Ref:
Angel Springs	31.01.20	SWC Water Cooler Rent	£23.14	D/D
Banner	19.02.20	Sterile wipes, post it notes	£4.50	BACS
Booker	13.02.20	Disposable gloves, coffee, tea bags	£45.81	D/D
Co-op Bank	03.02.20	FD Online/BACS Fees	£61.86	D/D
Durham County Council	11.02.20	Removed and refit backhoe ram	£102.37	BACS
ES Systems	01.02.20	Monthly Office 365 Subscription	£18.24	D/D
ES Systems	01.03.20	Monthly Office 365 Subscription	£18.24	D/D
Fabrications Northeast	26.02.20	Chairman's Allowance Purchase	£720.00	BACS
Fuelcard Co	26.01.20	Card charge	£3.58	D/D
Gazprom	07.02.20	SWC Gas 01/01-31/01/2020	£1,423.99	D/D
HB Clark	14.02.20	Bar supplies	£390.46	D/D
Horns Garden Centre	29.02.20	4x metre waterpipe	£17.96	BACS
Machine Mart	21.02.20	10 Metres of hose pipe, hose connectors and clips	£28.79	BACS
MKM Building Supplies	14.02.20	Gutter pipe, gutter brackets	£22.98	BACS
Rialtas	01.02.20	Bookings Software Annual Maintenance Charge	£231.60	BACS
Select Telecom	31.01.20	Telephone lines, calls and internet	£92.72	D/D
Stac	13.02.20	34 stacking banqueting chairs	£663.96	BACS
Treasured Memories	01.02.20	Memorial Plaque (Recharged)	£161.04	BACS
The Fuelcard Co	09.02.20	Fuel	£242.12	D/D
The Fuelcard Co	23.02.20	Fuel	£3.58	D/D
Vodafone	20.02.20	Mobile phones	£76.90	D/D
<b>OTHER PAYMENTS</b>				
CAPS	29.01.20	Attachment wks 44-48	£50.00	313246/47
Co-Op Bank	06.02.20	Wages week 44	£4,446.15	BACS
Co-Op Bank	13.02.20	Wages week 45	£5,046.54	BACS
Co-Op Bank	20.02.20	Wages week 46	£4,474.84	BACS
Co-Op Bank	27.02.20	Wages Week 47	£4,492.24	BACS
Co-Op Bank	06.02.20	Wages week 48	£4,643.42	BACS
DCC Pension	29.01.20	Superannuation wks 44-48	£5,787.02	313249
DCC	29.01.20	Attachment wks 44-48	£44.20	313245
HM Revenue & customs	13.02.20	PAYE month 11	£114.20	313244
HMRC	29.01.20	PAYE wks 44-48	£5,851.91	313248
<b>Horden Parish Council February 2020 TOTAL</b>			<b>£39,304.36</b>	