

**HORDEN PARISH COUNCIL**  
**Minutes of Virtual Meeting held 4<sup>th</sup> March 2021**

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

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

**HPC** **Apologies for Absence.**  
**20/21/091** There were no apologies for absence.

**HPC** **Declarations of Interest.**  
**20/21/092** Cllr J Clark declared an interest on item HPC 20/21/098 – Internal Audit Service Level Agreement.

**HPC** **Minutes of the Horden Parish Council Meeting held 4<sup>th</sup> February 2021.**  
**20/21/093** 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.**  
**20/21/094** Members were provided with an introduction from the new Sergeant but no update of crime statistics.  
**RESOLVED:** That the information is NOTED.

**HPC** **Horden Parish Council Financial Regulations 2020/21.**  
**20/21/095** A copy of which had been circulated to each Member.  
**RESOLVED:** To APPROVE the 2020/21 Financial Regulations.

**HPC** **Strategic Risk Register.**  
**20/21/096** A copy of which had been circulated to each Member.  
**It was RESOLVED:**

- i. To reduce Risk No.2 likelihood to 'Possible'.
- ii. To amend Risk No.2 Planned Control Improvement to 'the Council will adhere to and make quarterly reference to the approved Strategic Plan'
- iii. To reduce Risk No.3 likelihood to 'Possible'
- iv. A draft Community Engagement Strategy is developed as soon as practicable for Members consideration.
- v. To APPROVE the Strategic Risk Register.

**HPC** **Financial Risk Register.**  
**20/21/097** A copy of which had been circulated to each Member.  
**RESOLVED:** To APPROVE the Financial Risk Register.

**HPC** **Internal Audit Service Level Agreement.**  
**20/21/098** Members considered the draft SLA from Durham County Council for the provision of Internal Audit Services for a three-year period, commencing 1 April 2021 to March 2024.  
**RESOLVED:** To APPROVE the three-year Service Level Agreement for the provision of Internal Audit Services.

**HPC** **Draft Asset Management Policy and Procedure.**  
**20/21/099** Members considered the draft policy and associated appendices.  
**It was RESOLVED:**

- i. To include a policy review date.
- ii. To include an 'expected asset life span' on Asset Acquisition Form.
- iii. Subject to the above inclusions the Asset Management Policy and Procedure is APPROVED.

**HPC** **2020/21 Strategic Plan Progress to Date.**  
**20/21/100** Members considered progress to date.  
**RESOLVED:** To RECEIVE the information.

**HPC** **Future Use of Sunderland Road Pavilion.**  
**20/21/101** Members considered the Clerk's Report.  
**RESOLVED:** That due to the restriction on sub-letting contained in the lease for Sunderland Road, the Clerk advise the applicants that unfortunately the Council are not in a position to licence or lease the premises to a third party.

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

**20/21/102** **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** **Cemetery Lodge.**

**20/21/103** Members considered the future use of the dwelling. A number of suggestions were forthcoming.  
**RESOLVED:** To review Members suggestions and ideas in further detail and present the options to a future Meeting of the Council.

**HPC** **Thorpe Road Cemetery Contributions Legal Update.**

**20/21/104** The Clerk provided Members with an update.  
**RESOLVED:** To RECEIVE the information.

*Meeting concluded at 7:20pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Virtual Meeting held 4<sup>th</sup> March 2021**

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

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

**P&C**            **Apologies for Absence.**  
**20/21/023**    There were no apologies for absence.

**P&C**            **Declarations of Interest.**  
**20/21/024**    There were no declarations of interest.

**P&C**            **Minutes of the Parks and Cemetery Committee Meeting held 4<sup>th</sup> February 2021.**  
**20/21/025**    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**            **Cemetery Drainage Update.**  
**20/21/026**    The Clerk advised Members that due to the specialist nature of the work required only one quotation had been forthcoming.  
**RESOLVED:** To suspend Financial Regulation 11.1(h) and the Clerk proceed with the one quotation valued at £5,940.

**P&C**            **Exclusion of Press and Public.**  
**20/21/027**    **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.

**P&C**            **Thorpe Road Cemetery.**  
**20/21/028**    Members considered the Clerk's verbal update.  
**RESOLVED:** That the information is NOTED.

*Meeting concluded at 7:36pm*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Virtual Meeting held 4<sup>th</sup> March 2021**

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

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

**F&GP** **Apologies for Absence.**  
**20/21/051** There were no apologies for absence.

**F&GP** **Declarations of Interest.**  
**20/21/052** There were no declarations of interest.

**F&GP** **Minutes of the Finance and General Purposes Meeting held 4<sup>th</sup> February 2021.**  
**20/21/053** 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:**  
**20/21/054**

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 28/02/2021.**  
 The RFO reported the bank balances as at 28/02/2021 being £451,851.77. The RFO reported the estimated General/Earmarked Reserve Balances being £301,828; resulting in an estimated Cash Flow of £150,023.77.  
**RESOLVED:** That the information be NOTED.
- ii. Income and Expenditure Report to 31/01/2021.**  
 Members noted the current levels of income and expenditure.  
**RESOLVED:** That the information be NOTED.
- iii. Cash Cheques.**  
 The RFO requested £300 for Petty Cash and £200 for Chairman's Allowance.  
**RESOLVED:** To APPROVE payment.
- iv. Bank Transfer(s) February 2021.**  
 The RFO advised there were two bank transfers at a total of £10,000 to the Business Savers Account.  
**RESOLVED:** To APPROVE the Bank Transfer.

**F&GP** **Invoices for endorsement for payment.**  
**20/21/055** **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

**F&GP** **Members/Officers Allowances.**  
**20/21/056** The Deputy Clerk/RFO advised she had received a Participation Allowance Claim for Cllr C Cain for £571.93.  
**RESOLVED:** To APPROVE payment.

**F&GP** **Council Debit Card.**  
**20/21/057** The Deputy Clerk/RFO advised Members that further to a Council Resolution to apply for a debit card, there had been a number of practical issues with the bank, which conflict with Council Financial Regulations etc. however suitable trade accounts have been set up to alleviate the issue of obtaining best value for money.  
**RESOLVED:** To RECEIVE the information.

**F&GP** **Cemetery Tractor Quotations.**  
**20/21/058** The Deputy Clerk/RFO advised Members that due to the discontinuation of a product there was a variation to the quotations previously approved in February 2021, at a reduced cost of £4,685.09.  
**RESOLVED:** To RECEIVE the information.

**F&GP** **Happiness Hub Funding – Friends of Thorpe Road Cemetery.**  
**20/21/059** Members received the details of a successful funding application.  
**RESOLVED:** To RECEIVE the information.

**F&GP** **Planning Applications.**  
**20/21/060** **DM/21/00191/FPA** – Conversion of ground floor of neighbouring dwelling to hot food takeaway associated with Yoden Fisheries and new shop frontage, ground floor rear extension to neighbouring dwelling with new access to the side at Yoden Fisheries, Sunderland Road, Horden, SR8 4PF for Mr David Gill.

**RESOLVED:** That there are no objections and the information is NOTED.

*Meeting concluded at 8:01pm*

<b>Horde n Parish Council Invoices for Payment</b>				
<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Amazon	29.01.21	1 android tablet for members remote meetings	£127.99	BACS
Amazon	03.02.21	1 android tablet for members remote meetings	£127.99	BACS
Amazon	16.02.21	200 reusable face masks	£23.25	BACS
Angel Springs	31.01.21	SWC water cooler	£25.57	D/D
Banner	09.02.21	Stationary	£99.85	BACS
Co-Op Bank	01.02.21	BACS fees	£59.20	D/D
EDF Energy	07.01.21	Sunderland Road pavilion electricity 08.07.20 - 07.01.21	£684.86	D/D
ES Systems	01.02.21	Office 365 Subscription	£18.24	D/D
ES Systems	01.03.21	Office 365 Subscription	£18.24	D/D
Gazprom	04.02.21	SWC gas charges 31.12.20 - 30.01.21	£1,185.06	D/D
GLM Electrics Ltd	08.02.21	Change 12 ceiling lights to LED in Mary Clark Room	£400.00	BACS
JLT Electrical contractors	11.02.21	Traced/repai red faulty socket in Sunderland Rd Bungalow	£85.00	BACS
Magnum Cleaning Services	01.02.21	SWC windows cleaned	£45.00	BACS
NEREO	11.02.21	External Investigation	£2,067.00	cheque
Online Playgrounds	11.02.21	Wetpour binder and resin	£350.40	BACS
RBS	01.02.21	Bookings software annual support	£236.40	D/D
Select Telecom	31.01.21	Phonelines and internet	£96.44	D/D
Summer signs	26.02.21	19 Grave boards printed on correx plastic	£228.00	BACS
The Family Cobbler	16.02.21	Keys cut	£61.00	BACS
Viking Direct	16.02.21	200 2nd class stamps 100 1st class stamps	£220.48	BACS
Vodafone	19.02.21	Mobile Phones	£94.45	D/D
Wellers Hedleys	29.01.21	Professional fees HPC v PTC	£900.00	313320
Wellers Hedleys	29.01.21	Professional fees HPC v PTC	£600.00	313320
Wex	28.12.20	Vehicle Fuel	£67.00	D/D
Wex	01.02.21	Vehicle Fuel	£72.40	D/D
Wex	31.01.21	Vehicle Trackers	£11.98	D/D
Wex	22.02.21	Vehicle Fuel	£61.26	D/D
<b>OTHER PAYMENTS</b>				
Co-Op Bank	04.02.21	Wages Week 44	£3,808.75	BACS
Co-Op Bank	11.02.21	Wages Week 45	£5,565.55	BACS
Co-Op Bank	18.02.21	Wages Week 46	£3,808.75	BACS
Co-Op Bank	25.02.21	Wages Week 47	£3,885.99	BACS
DCC Pension	01.12.20	Supperannuation weeks 41-44	£4,364.57	313314
HM Courts	01.12.20	Attachments weeks 41-44	£40.00	BACS / 313315
HMRC	01.12.20	PAYE weeks 41-44	£4,255.54	BACS
<b>Horde n Parish Council FEBRUARY 2021 TOTAL</b>			<b>£33,696.21</b>	