

HORDEN PARISH COUNCIL
Minutes of Meeting held 20th May 2021

Present: Councillor W Morrow (Chairman)
 Councillors C Cain, D Gregory, E Laing, F Leadbitter, I Mclean, D Meadows, P Naisbett, I Roberts, D Tait, A Turner, L Williams, F Winrow.

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

Other: Two Members of the Public.

HPC **Apologies for Absence.**

21/22/020 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith.

HPC **Declarations of Interest.**

21/22/021 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meeting held 22nd April 2021.**

21/22/022 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.

At 6:15pm the Chairman temporarily suspended the Meeting to accept public participation.

HPC **Public Participation.**

21/22/023 Two Horden residents addressed Members in relation to highway safety concerns. Members advised that the issues were matters for the Police and Durham County Council Highways. The two Horden County Councillors present further advised that the matters had been raised with the appropriate authorities and explained the due process.

At 6:24pm the two members of the public left the Meeting and the Chairman re-convened the Meeting.

HPC **Internal Audit Reports.**

21/22/024 i. **Charity Arrangements (Horden Recreation Ground).**

Members considered the Report, with overall Substantial Assurance there were no action plans or recommendations to consider.

RESOLVED: To RECEIVE and ACCEPT the Report.

ii. **Key Financial Systems.**

Members considered the Report, with overall Substantial Assurance there were no action plans or recommendations to consider.

RESOLVED: To RECEIVE and ACCEPT the Report.

Members requested that their appreciation to the Deputy Clerk/RFO, for two substantial assurance opinions, be recorded in the Minutes.

HPC **Year Ended 31 March 2021 Financial Position and Virement of Funds to Earmarked Reserves.**

21/22/025 Members considered the Deputy Clerk/RFO's Report and Recommendations.

It was **RESOLVED:**

- i. To APPROVE the virement of £17,400 to Property Repair Earmarked Reserve.
- ii. To APPROVE the virement of £33,467 to Funded Projects Earmarked Reserve.
- iii. To APPROVE the virement of £5,000 to Cemetery Capital Earmarked Reserve.
- iv. To APPROVE the virement of £8,000 to Play Equipment Earmarked Reserve.
- v. To review the 2021/22 Budget and General Reserve Balance later in the financial year.

HPC **Horden Parish Council Debtor Report.**

21/22/026 A copy of which had been circulated to each Member.

RESOLVED: That the proposed bad debt write off at a total of £533.00 be APPROVED.

HPC **Durham County Council Occupation of Horden Social Welfare Centre.**

21/22/027 Members considered the content of the draft Licences and associated plans.

It was **RESOLVED:**

- i. To APPROVE the Licence for Alterations, Schedule and Plans.
- ii. To APPROVE the Licence for Occupation.
- iii. In accordance with Standing Order 23(b) two Members sign the documents, on behalf of the Council, and the Clerk to the Council witness their signatures.

HPC **Exclusion of Press and Public.**

21/22/028 **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 **Thorpe Road Cemetery Contribution.**

21/22/029 The Clerk provided Members with a verbal update.
RESOLVED: That the information is NOTED.

HPC **Staffing Update.**

21/22/030 The Clerk provided Members with a briefing note in relation to the Parks and Cemetery Manager vacancy and manpower issues.

It was RESOLVED:

- i. That the one suitable candidate is invited for a face-to-face interview.
- ii. That the Clerk is authorised to pay reasonable travel expenses to the candidate.
- iii. That any additional suitable candidates who apply by the closing date, the following day, are also invited for interview.

Meeting concluded at 6:59pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 20th May 2021

Present: Councillor C Cain (Chairman)
Councillors D Gregory, E Laing, F Leadbitter, I Mclean, D Meadows, W Morrow, P Naisbett, I Roberts, D Tait, A Turner, L Williams, F Winrow.

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

P&C **Election of Chairman.**

21/22/001 Nominations were received for Councillor C Cain.
RESOLVED: Councillor C Cain be elected as Chairman.

P&C **Election of Vice-Chairman.**

21/22/002 Nominations were received for Councillor D Tait.
RESOLVED: Councillor D Tait be elected as Vice-Chairman.

P&C **Apologies for Absence.**

21/22/003 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith.

P&C **Declarations of Interest.**

21/22/004 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 22nd April 2021.**

21/22/005 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 **St John's Day 24th June 2021.**

21/22/006 Members considered the verbal update from the Deputy Clerk/RFO.

It was RESOLVED:

- i. To convene a Meeting of the Event Management Committee to formalise arrangements.
- ii. To extend an invitation to the Meeting to the members of the public who have expressed an interest in the event.

Meeting concluded at 7:18pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 20th May 2021

- Present:** Councillor F Leadbitter (Chairman)
 Councillors C Cain, D Gregory, E Laing, D Meadows, I Mclean, W Morrow, P Naisbett, I Roberts, D Tait, A Turner, L Williams, F Winrow.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO).
- F&GP 21/22/001** **Election of Chairman.**
 Nominations were received for Councillor F Leadbitter.
RESOLVED: Councillor F Leadbitter be elected as Chairman.
- F&GP 21/22/002** **Election of Vice-Chairman.**
 Nominations were received for Councillor A Turner.
RESOLVED: Councillor A Turner be elected as Vice-Chairman.
- F&GP 21/22/003** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith.
- F&GP 21/22/004** **Declarations of Interest.**
 There were no Declarations of Interest.
- F&GP 21/22/005** **Minutes of the Finance and General Purposes Meeting held 22nd April 2021.**
 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 21/22/006** **Parish Council Financial;**
- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/04/2021.**
 The RFO reported the bank balances as at 30/04/2021 being £725,971.99. The RFO reported the estimated General/Earmarked Reserve Balances being £428,549; resulting in an estimated Cash Flow of £297,422.99.
RESOLVED: That the information be NOTED.
 - ii. Income and Expenditure Report to 30/04/2021 - Close of Month 1.**
 Members noted the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
 - iii. Cash Cheques.**
 The RFO advised there were no cash cheques.
 - iv. Bank Transfer(s) April 2021.**
 The RFO advised there was a bank transfer of £10,000 to the Business Savers Account.
RESOLVED: To APPROVE the Bank Transfer.
- F&GP 21/22/007** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 21/22/008** **Members/Officers Allowances.**
 The Deputy Clerk/RFO advised she had received no claims.
- F&GP 21/22/009** **Future use of Council Android Tablets.**
 Members considered future use of assets for Council business.
RESOLVED: The Deputy Clerk review the specification of the tablets to determine suitable use for Council Agendas and supporting documentation, with a view of moving toward paperless Agendas, and report back to Council.
- F&GP 21/22/010** **Celebratory Event 12th June 2021.**
 Members considered hosting an event to coincide with the unveiling of the railway sculpture.
RESOLVED: To extend an invitation to a maximum of thirty people, including Parish Councillors and consort, Horden Banner Committee and Ms Clark's family and friends for refreshments at Horden Social Welfare Centre following the unveiling.
- F&GP 21/22/011** **County Training Partnership Training Courses.**
 Members considered participation at virtual training sessions.
RESOLVED: Any Members who wished to attend contact the Deputy Clerk to register their interest.

F&GP **SLCC Memorial Safety and Administration Webinar 30th June 2021.**
21/22/012 **RESOLVED:** The Admin and Finance Officer attend at a cost of £35 + VAT.

F&GP **SLCC Cemetery Legal Compliance Webinars 14th and 15th September 2021.**
21/22/013 **RESOLVED:** That the Deputy Clerk/RFO and Parks and Cemetery Manager attend at a cost of £165 + VAT each.

F&GP **Planning Applications.**
21/22/014 **DM/21/01153/FPA** – Installation of 4 no. new floodlights to football ground for Horden Parish Council.
RESOLVED: That there are no objections and the information is NOTED.

Meeting concluded at 7:46pm

Horden Parish Council Invoices for Payment				
SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel springs	31.03.21	SWC water cooler	£25.57	D/D
Angel springs	30.04.21	SWC water cooler	£25.57	D/D
Amazon	10.04.21	Condolence book	£24.98	BACS
Amazon	28.04.21	Jerry can	£19.99	BACS
Amazon	28.04.21	4x Litter picks	£12.99	BACS
Amazon	29.04.21	SWC cutlery	£7.42	BACS
Amazon	06.05.21	10 pack biohazard bags	£3.96	BACS
Amazon	06.05.21	Dog fouling stickers	£11.88	BACS
Banner	19.04.21	Stationary	£2.24	BACS
Banner	22.04.21	Stationary	£2.34	BACS
Banner	22.04.21	Heavy duty refuse sacks	£53.09	BACS
CDALC	06.05.21	Annual CDALC subscription	£938.59	BACS
Citron	01.04.21	Sanitary Disposal SWC Annual Fee	£139.82	BACS
Citron	01.05.21	Duty of care compliance costs	£30.00	BACS
Co-op Bank	04.05.21	BACS Fees	£59.90	D/D
Durham County Council	28.04.21	SWC premises licence	£180.00	BACS
Durham County Council	08.03.21	Sunderland Rd Bungalow council tax (£182.00 monthly)	£1,824.24	D/D
Durham County Council	09.03.21	Cemetery Lodge council tax (£235.00 monthly)	£2,345.44	D/D
Durham County Council	09.03.21	Cemetery lodge council tax March 2021	£243.63	D/D
Durham County Council	15.03.21	Cemetery council tax (£145.00 monthly)	£1,447.10	D/D
Durham County Council	15.03.21	SWC council tax (£724.00 monthly)	£7,235.50	D/D
Durham County Council	04.05.21	Supply and install heat shield sensor to SWC boiler	£167.58	BACS
Durham County Council	16.04.21	Annual SWC Gas, Heating and lift service charges	£697.92	BACS
DWP Joinery	31.03.21	Supply materials and labour for new grave boards	£1,250.00	313338
ES Systems	01.04.21	Office 365 subscription	£18.24	D/D
ES Systems	01.05.21	Office 365 subscription	£18.24	D/D
Gazprom	21.04.21	SWC Gas 28.02.21 - 30.03.21	£725.53	D/D
Geo Robinson	01.05.21	DIY Goods	£107.20	BACS
Hutton Fire Protection	27.04.21	Annual Fire extinguisher svc SWC, Mem Pk, Sland Rd, Cemetery	£164.40	BACS
ICCM	20.04.21	ICCM membership 2021/22	£95.00	BACS
Iris	11.05.21	PAYE Master Annual License Fee	£406.80	BACS
MKM Building Supplies	01.04.21	Concrete mix, cement, level	£143.28	BACS
NAC	10.05.21	Membership fees 2021/22	£78.00	BACS
Orangebox Training	23.04.21	First Aid at work staff training	£780.00	BACS
Pat Lavery	05.05.21	MOT and repairs to Pick up	£504.00	BACS
PWLB	05.05.21	Cemetery Loan repayment	£13,036.11	D/D
Select Telecom	31.03.21	Telephone lines, calls & internet	£101.47	D/D
Select Telecom	30.04.21	Telephone lines, calls & internet	£92.26	D/D
SSE	13.04.21	Memorial Park electricity 02.01.21 - 01.04.21	£42.68	D/D
SSE	16.04.21	SWC electricity 15.01.21 - 05.04.21	£358.84	D/D
Steadfast Security	19.03.21	Walter Rudkin retirement bench	£600.00	BACS
Stephen Twitty	08.04.21	Cemetery Lock change	£40.00	BACS
Streetscape	23.04.21	Supply and install new play equipment at Sunderland Road	£11,400.00	313341
Treasured Memories	23.04.21	Two memorial Plaques	£338.52	BACS
Vodafone	20.03.21	Mobile phones	£94.45	D/D
Wex	12.04.21	Vehicle fuel	£59.66	D/D
Wex	19.04.21	Vehicle fuel	£24.91	D/D
Wex	26.04.21	Vehicle fuel	£122.31	D/D
Wex	25.04.21	Vehicle Trackers	£11.98	D/D
Wex	10.05.21	Vehicle fuel	£51.04	D/D
Zurich Municipal	06.05.21	Annual Insurance	£12,948.60	313342
OTHER PAYMENTS				
Co-Op Bank	08.04.21	Wages Week 1	£3,778.25	BACS
Co-Op Bank	15.04.21	Wages Week 2	£3,852.04	BACS
Co-Op Bank	22.04.21	Wages Week 3	£3,979.53	BACS
Co-Op Bank	29.04.21	Wages Week 4	£4,096.78	BACS
Co-Op Bank	06.05.21	Wages Week 5	£4,065.84	BACS
Co-Op Bank	13.05.21	Wages Week 6	£3,953.30	BACS
DCC Pension	26.04.21	Supperannuation weeks 1-4	£4,147.81	313339
HM Courts	26.04.21	Attachments weeks 1-4	£12.99	BACS
HM Courts	26.04.21	Attachments weeks 1-4	£20.00	313340
HMRC	26.04.21	PAYE weeks 1-4	£4,297.68	BACS
Horden Parish Council APRIL 2021 TOTAL			£91,317.49	