

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 3 November 2022**

**Present:** Councillor W Morrow (Chairman)  
 Councillors J Brown, C Cain, D Gregory, E Laing, F Leadbitter, I Mclean, I Roberts, A Turner, J Ward, F Winrow.

**Staff:** Mrs S Shippen (Clerk to the Council), Miss G Rowe (Deputy Clerk & RFO).

**Also Present:** Janet Brown.

**HPC** **Apologies for Absence.**

**22/23/155** **RESOLVED:** That apologies be APPROVED for Councillors R Bagnall, W Smith, D Tait.

**HPC** **Declarations of Interest.**

**22/23/156** There were no declarations of interest.

**HPC** **Minutes of the Horden Parish Council Meeting held 6 October 2022.**

**22/23/157** **RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

**HPC** **Public Participation.**

**22/23/158** Council received no representation.

*6:02pm - At this juncture, in accordance with Standing Order 10(a)(vi), Council RESOLVED to change the order of business on the agenda to take Item 16.*

**HPC** **Co-option of Councillor.**

**22/23/159** The Clerk to the Council advised that following the fourteen-day notice period no election was called, therefore the position could be co-opted to. The Labour Party have a nomination.

**RESOLVED:** Council co-opt Janet Brown.

*6:05pm - the Meeting adjourned whilst Janet Brown signed her Acceptance of Office with the Proper Officer.*

*6:07pm - the Meeting re-opened at which time Councillor J Brown joined the Council.*

**HPC** **Parish Council Financial:**

**22/23/160** i. **Bank Balances (Balance Sheet).**  
**RESOLVED:** Council APPROVE the Bank Balances and Balance Sheet as at 11/10/2022.

ii. **Finance Report to 30/09/2022 - Close of Month 6.**  
**RESOLVED:** Council APPROVE the Income, Expenditure and Variances Report to Month 6.

iii. **Cash Withdrawal(s) and Debit Card Transactions.**  
**RESOLVED:** Council APPROVE a £100 cash withdrawal for Petty Cash and a debit card transaction for £65.86.

iv. **Bank Transfer(s) October 2022.**  
 The RFO advised there was a total transfer value of £300,000 to the CCLA Public Sector Deposit Fund, although Council had approved a transfer of £400,000 it was reduced to £300,000 for cash flow purposes.

**RESOLVED:** Council RECEIVE the information and ENDORSE the RFO's actions.

**HPC** **Invoices for endorsement for payment.**

**22/23/161** **RESOLVED:** to ENDORSE payment for the attached schedule of invoices totaling £43,729.45 plus the additional schedule at £25,252.02 totaling £68,981.47.

**HPC** **Members/Officers Allowances.**

**22/23/162** The RFO advised she had received no claims.

**HPC** **Date for 2023/24 Budget Briefing.**

**22/23/163** **RESOLVED:** Briefing to be held 17 November 2022 at 6pm.

**HPC** **Horden Salvation Army Request for Financial Assistance.**

**22/23/164** **RESOLVED:**

- i. Council APPROVE a budget virement of £500 from S137 to Other Grants.
- ii. Council APPROVE a donation of £100 funded from the Other Grants Budget.

**HPC** **Creative Youth Opportunities Request for Financial Assistance.**  
**22/23/165** **RESOLVED:** Council refer Creative Youth Opportunities to Durham County Council Neighbourhood Budget Small Grants Fund and Chairman's Allowance.

**HPC** **Winter Warm Update.**  
**22/23/166** **RESOLVED:**

- i. Council AGREE to host coffee mornings Monday, Tuesday and Wednesday mornings and a further Advice and Warm Hub one Thursday evening per month.
- ii. Council ENDORSE the RFO's actions, in accordance with Financial Regulation 4.5, for the replacement of the kitchen at a cost of £4,715.49.

**HPC** **Andy's Man Club.**  
**22/23/167** **RESOLVED:** Council APPROVE free use of Horden Social Welfare Centre Monday evenings 7-9pm.

**HPC** **Damage and Incident Reports.**  
**22/23/168** **RESOLVED:** Council NOTE the information.

**HPC** **Cemetery Burial and Income Report 24 September to 23 October 2022.**  
**22/23/169** **RESOLVED:** Council RECEIVE the information.

**HPC** **Remembrance Sunday 13 November 2022 Procedure.**  
**22/23/170** **RESOLVED:** Council NOTE the information.

**HPC** **Register of Delegated Decisions.**  
**22/23/171** **RESOLVED:** Council APPROVE the report.

**HPC** **National Association of Councillors - Councillor Training.**  
**22/23/172** **RESOLVED:** Council AGREE to attend a training session on a Thursday evening to be arranged by the Clerk to the Council.

**HPC** **Grants Houses Allotments.**  
**22/23/173** **RESOLVED:** Council instruct the Clerk to the Council to negotiate with Durham County Council and bring a further report back to Council in due course.

*7pm - At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the Meeting by an additional hour.*

**HPC** **Exclusion of Press and Public**  
**22/23/174** **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** **Staff Matters.**  
**22/23/175**

- a) **Notes of Employee Forum held 13 October 2022.**  
**RESOLVED:**
  - i. The Clerk to the Council provide Council with information and advice in relation to leaving sites unlocked of an evening.
  - ii. Council AGREE to discard use of body worn cameras and associated policy.
  - iii. Council AGREE to review a proposal in relation to office opening hours, including any changes required to door openers and/or buzzers for tenants.
  - iv. Council AGREE a zero-tolerance approach across all sites.
- b) **Staff Capacity Update.**  
The Clerk provided Members with a verbal update.  
**RESOLVED:** Council RECEIVE the information.

*Meeting concluded at 7:21pm*

<b>Horden Parish Council Invoices for Payment October 2022</b>				
<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Paid:</b>
Banner	29.09.22	Cleaning Materials - SWC	£203.29	BACS
Co-operative Bank	03.10.22	BACS/FD Online Fees 01/09/2022-30/09/2022	£60.46	D/D
Document Solutions	30.09.22	Photocopier fees September 2022	£32.31	D/D
EDF Energies	11.10.22	Sunderland Road - Electricity	£162.00	D/D
ES Systems Ltd	01.10.22	Microsoft Office Subscription	£42.96	D/D
ES Systems Ltd	01.08.22	Domain & Hosting	£114.00	BACS
Howdens	29.10.22	Appliances and Kitchen - SWC	£5,633.01	BACS
Howdens	29.10.22	Flooring & Skirting - Kitchen - SWC	£439.45	BACS
ITC Service Limited	22.09.22	HP Desktop, Windows 10 & set up	£837.60	BACS
ITC Service Limited	30.09.22	Monthly Subscription Business Premium - Oct 2022	£153.60	BACS
ITC Service Limited	30.09.22	Domain & Hosting	£180.00	BACS
ITC Service Limited	25.10.22	Credit re invoice 139147 Domain & Hosting	-£114.00	BACS
ITC Service Limited	30.09.22	Unifi security	£30.00	BACS
ITC Service Limited	19.10.22	Transfer of host address	£78.00	BACS
ITC Service Limited	31.10.22	Monthly Subscription Business Premium – Nov 2022	£153.60	BACS
ITC Service Limited	31.10.22	Unifi security	£30.00	BACS
Pat Lavery	19.10.22	Renew Rear Light Clusters - Iveco Pick-up	£162.00	BACS
Lloyd Limited	27.10.22	Tipping Trailer - Cemetery	£3,960.00	313477
Geo Robinson Sons	30.09.22	DIY Goods - Cemetery	£104.99	BACS
Select Telecom	18.10.22	Annual Maintenance Telephone System	£240.00	D/D
Select Telecom	30.09.22	Admin Phone Lines/Calls/Internet	£124.99	D/D
SLCC Enterprises Ltd	03.10.22	Events Training - A Lee	£126.00	BACS
Thinford Nurseries Ltd	24.10.22	Autumn Plants - Cemetery and Memorial Park	£780.00	BACS
Thomas Sherriff & Co Ltd	04.08.22	Welfare Park/Park Ride On - Grant in Kind	£11,946.00	313478
Thomas Sherriff & Co Ltd	11.10.22	Service Cemetery Tractor	£540.45	313478
TJ's Heating & Home Imp	20.08.22	Repair SWC Men's Toilets	£110.00	BACS
TJ's Heating & Home Imp	17.10.22	Supply and Replace SWC Upstairs Kitchen Light	£135.00	BACS
TJ's Heating & Home Imp	12.10.22	Supply & Replace SWC Upstairs Ladies Toilets Taps	£523.00	BACS
TJ's Heating & Home Imp	12.10.22	Supply & Replace SWC Upstairs Kitchen Tap	£145.00	BACS
TJ's Heating & Home Impr.	29.10.22	Combi Service/replace taps - Sland Rd Bungalow	£105.00	BACS
Total Energies	10.10.22	SWC Electricity 04/07/2022-30/09/2022	£1,545.87	D/D
Total Energies	10.10.22	Cemetery Electricity 04/07/2022-30/09/2022	£75.55	D/D
Total Energies	10.10.22	Memorial Park Electricity 01/07/2022-30/09/2022	£118.71	D/D
Total Energies	15.10.22	Sland Rd Pv. Electricity 04/08/2022-30/09/2022	£263.51	D/D
Treasured Memories Ltd	30.09.22	Memorial Bench - Thom	£92.64	BACS
Treasured Memories Ltd	21.10.22	Memorial Plaque - Glease	£177.72	BACS
Waterlogic	18.10.22	Water Cooler Rental & Service	£30.43	D/D
Wex	12.09.22	Fuel - Cemetery	£160.73	D/D
Wex	24.10.22	Fuel Equipment and Vehicle - Cemetery	£257.65	D/D
Zurich Municipal	24.10.22	WiP Insurance Policy	£708.96	BACS
<b>OTHER PAYMENTS</b>				
Co-op Bank	06.10.22	Wages Week 27	£4,808.73	BACS
Co-op Bank	13.10.22	Wages Week 28	£4,644.38	BACS
Co-op Bank	17.10.22	Participation Month 7	£800.00	BACS
Co-op Bank	20.10.22	Wages Week 29	£4,683.46	BACS
Co-op Bank	27.10.22	Wages Week 30	£4,683.46	BACS
Co-op Bank	03.11.22	Wages Week 31	£4,830.38	BACS
Durham County Council	31.10.22	Superannuation Weeks 27-31	£7,642.99	313472
Durham County Council	31.10.22	Attachment Weeks 27-31	£191.37	313473
H M Courts	31.10.22	Attachment Weeks 27-31	£25.00	313474
HMRC	31.10.22	PAYE Weeks 27-31	£6,001.22	313475
HMRC	31.10.22	PAYE Month 7	£200.00	313476
<b>Horden Parish Council OCTOBER 2022 TOTAL</b>			<b>£68,981.47</b>	