

# Horden Parish Council

Horden Social Welfare Centre  
Horden  
Peterlee  
County Durham  
SR8 4LX  
Tel : (0191) 5180823

27<sup>th</sup> April 2023

Dear Member

You are hereby summoned to attend the **ANNUAL MEETING** of Horden Parish Council, to be held in the Horden Social Welfare Centre on Thursday 6<sup>th</sup> May 2023 at 6.00pm.

## **HORDEN PARISH COUNCIL** **ANNUAL MEETING** **AGENDA**

1. Election of Chairman.
2. Signing of the Chairman's Declaration of Acceptance of Office.
3. Election of Vice-Chairman.
4. Apologies for Absence – to consider for approval.
5. Minutes of the Horden Parish Council Meeting held 6<sup>th</sup> April (enclosed) – to consider for approval.
6. Declaration of Disclosable Pecuniary Interests and Other Registerable Interests – to note declarations of interest from Members on items of the agenda.
7. Review and Scheme of Delegation and Terms of Reference of Council Committees (enclosed) – to consider for approval.
8. Appoint New Committees – to consider.
9. Election of Members to Council Committees (2022/23 list enclosed) – to consider.
10. Review of Standing Orders (enclosed) – to consider for approval.
11. Review of Financial Regulations (enclosed) - to consider for approval.
12. Review of Arrangements with other authorities (enclosed) – to consider for approval.
13. Election of Members to Outside Bodies (enclosed) – to consider.
14. Confirmation of Insurance Cover 2022/23 (enclosed) – to consider for approval.
15. 2023/24 Subscriptions (enclosed) – to consider payment of annual subscriptions.
16. Meeting Dates 2023/24 (enclosed) - to determine the annual calendar of meetings.
17. Public Participation – to receive any representations or questions from the public in accordance with standing orders 3 e-g. ***Members of the Public are invited to address the Parish Council on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
18. Register of Delegated Decisions – to note there are no additional decisions to approve.
19. Damage and Incident Report(s) (enclosed) – to consider report(s).
20. Cemetery Burial and Income Report 25.3.23 – 21.4.23 (enclosed) – to receive the information.
21. Parish Council Financial:
  - a) Bank Balances (enclosed) – to approve report and nominate two Councillors to sign Bank Reconciliation.
  - b) Finance Report (enclosed) – to consider Income, Expenditure and Variance Report to 31/01/2023, Month 10.
  - c) Cash Withdrawals and Debit Card Transactions (enclosed) – to approve report.
  - d) Bank Transfer(s) – to approve transfer(s).
22. Invoices for endorsement for payment (enclosed) – to approve for payment.

23. **Members/Officers Allowances** – to consider claims for approval.
24. **Cemetery**
  - a) **Motion regarding vehicle access (enclosed)** – to consider the motion from Councillor W Morrow.
  - b) **Request to reconsider refusal for seat (enclosed)** – to consider the report.
25. **Request for Financial Assistance – Durham Pride (enclosed)** – to consider request.
26. **Internal Audit Reports**
  - a) **Event Management (enclosed)** – to consider the report;
  - b) **Key Financials (enclosed)** – to consider the report;
27. **Locking Up Duties** – to consider staff roles (report to follow).



**Samantha Shippen**  
**Clerk to the Council**  
**27<sup>th</sup> April 2023**

**To: All Members of Horden Parish Council/Public Notice**