

Horden Parish Council

Horden Social Welfare Centre
Seventh Street
Horden, County Durham
SR8 4LX
Tel: 0191 518 0823

27 October 2023

Dear Member

You are summoned to attend the Horden Parish Council Meeting to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 2 November 2023 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 2 November 2023**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of Interest** – to note declarations of interest from Members on items of the agenda.
3. **Minutes of the Horden Parish Council Meeting held 5 October 2023 (enclosed)** – to consider for approval.
4. **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.**
5. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
6. **Damage and Incident Report(s) (enclosed)** – to consider report(s).
7. **Cemetery Burial and Income Report 23.9.23 – 22.10.23 (enclosed)** – to receive the information.
8. **Parish Council Financial:**
 - a) **Bank Balances** – to receive balances at 30.9.23.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 30.09.2023.
 - c) **Cash Withdrawals and Debit Card Transactions (enclosed)** – to approve report.
 - d) **Bank Transfer(s)** – to approve any transfer(s).
9. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
10. **Members/Officers Allowances** – to consider any claims for approval.
11. **Website update (enclosed)** – to consider update and agree action points.
12. **DCC Budget 2024/25 Consultation (enclosed)** – to consider response.
13. **Station Road Allotments Accounts 2022/23 (enclosed)** – to receive the accounts.
14. **Exclusion of Press & Public** - In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Council is requested to RESOLVE to exclude the press and public from the meeting for the following item of business on the grounds that it involves information prejudicial to the public interest by reason of legal and confidential nature of the business to be transacted.
15. **Cemetery Legal** – to consider confidential report.



Samantha Shippen
Clerk to the Council
27 October 2023

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 5 October 2023

Present: Councillor F Leadbitter (Chairman)
 Councillors D Gregory, W Morrow, I Roberts, J Ward and F Winrow.

Staff: Mrs S Shippen (Clerk to the Council) and Ms A Lee (SWC & Events Manager).

HPC **Apologies for Absence.**

23/24/098 **RESOLVED:** That apologies were accepted from Councillors E Laing, W Smith, D Tait and P Wood and received from Councillors T Baldasera, C Cain, and A Turner.

HPC **Declarations of Interest.**

23/24/099 Councillor W Morrow declared an interest in item 58 as an affected householder.

HPC **Minutes of the Horden Parish Council Meeting held 7 September 2023.**

23/24/100 **RESOLVED:** that the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Public Participation.**

23/24/101 No members of the public were present.

HPC **Durham County Council Regeneration & Masterplan Presentation**

23/24/102 Susan Robinson and Amy Dufferweil-Bell of Durham County Council attended to advise on the DCC proposals for Third Street following the public exhibitions. They explained what they are proposing to do and why Third Street gives the opportunity to make the biggest impact with the available money as it is large enough to attract an investor to a viable scheme.

Councillors raised questions and comments, particularly regarding why Fifth and Sixth Street were not chosen.

DCC Officers offered to come back and update as the scheme develops.

The Clerk to the Council updated Council on the position with the allotment land which HPC owned and sought the view in relation to a 2019 resolution to dispose of the land.

RESOLVED: that DCC Officers be thanked for their update and the Clerk to the Council be delegated the authority to negotiate the best possible terms for land in HPC ownership in line with the 2019 resolution to dispose of the land.

At this juncture, it was agreed to take item 13 & 14.

HPC **Events Update**

23/24/103 The SWC & Events Manager updated Council on the forthcoming events.

1. **Remembrance**

RESOLVED: that the parade formation and wreath laying order be amended in line with RBL guidance for civic organised events; that Cllr W Morrow counter sign risk assessment; the remaining proposals be **APPROVED**;

2. **Halloween**

RESOLVED: the Council notes its disappointment at the Food and Fun bid was not successful and **APPROVED** the event estimate of £1,000;

3. **Christmas Tree Lighting**

RESOLVED: that the event take place on Wednesday 6th December 2023; that a donation of £100 be made to the Salvation Army Band and £100 to CYO from the Chairman's Allowance; the lantern parade be upscaled to the full proposed schools work at a cost of £3,100 to be funded through an application to AAP Neighbourhood Budget and the remainder from HPC Youth Budget; that a child from each of the three primary schools be invited to perform the switch on; and entertainment costs of £90 be **APPROVED**.

4. **D-Day 80th Anniversary – RESOLVED** that the Deputy Lieutenant be invited to light the beacon.

HPC **Register of Delegated Decisions.**

23/24/104 There were no delegated decisions to report.

- HPC**
23/24/105 **Damage and Incident Report(s).**
The Chairman confirmed that he had repaired the cemetery taps at his own expense.
RESOLVED: that Council **NOTE** the reports.
- HPC**
23/24/106 **Cemetery Burial and Income Report 25 August to 22 September 2023.**
RESOLVED: Council **NOTE** the information.
- HPC**
23/24/107 **Parish Council Financial:**
- a) **Bank Balances**
RESOLVED: Council **APPROVE** the Bank Balances at 31/08/2023 as £716,481 for signature by Councillors F Leadbitter and W Morrow.
- b) **Finance Report to 31/08/2023.**
RESOLVED: Council **APPROVE** the Income, Expenditure and Variances Report to 31/08/2023.
- c) **Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council **APPROVE** debit card transaction totalling £200.00.
- d) **Bank Transfer(s).**
There were no transfers requested.
- HPC**
23/24/108 **Invoices for endorsement for payment.**
RESOLVED: to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £42,811.86 Councillors F Leadbitter and W Morrow to authorise.
- HPC**
23/24/109 **Members/Officers Allowances.**
The Clerk to the Council advised she had no claims.
- HPC**
23/24/110 **DCC Withdrawal of Website SLA**
RESOLVED: Council expressed its disappointment at the proposal to withdraw another service and requested the Clerk to the Council bring a further report once CDALC makes recommendations.
- HPC**
23/24/111 **Budget 2024/25**
RESOLVED: to **ADVISE** Officers to prepare budgets on the basis of CPI plus 3% if at all possible.

Meeting concluded at 7.15pm

Horden Parish Council Invoices for Payment September 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT
A1 Trophies & Engraving	18.09.23	Labels Chairpersons Board and Engraving	£213.00
Amazon	14.09.23	Entrance Mat - SWC	£29.45
Buildroute Limited	29.08.23	Repairs to Pier & Wall (Insurance)	£8,160.00
Co-operative Bank	01.09.23	BACS/FD Online Fees 01/08/2023 - 31/08/2023	£66.18
C N 24Hour Locksmith (Christopher Naylor)	13.09.23	Supply & Fit UPVC Window - SWC	£685.00
Culligan (was Waterlogic)	16.08.23	Water Cooler Rental & Service - August	£35.00
Culligan (was Waterlogic)	19.09.23	Water Cooler Rental & Service - September	£35.00
Document Solutions	29.09.23	Photocopier Fees September 2023	£57.88
Durham County Council	21.09.23	Repairs to Kubota - Cemetery	£52.16
ITC Service	30.09.23	Unifi Security & Office 365 Officers & Domain/Hosting - October	£236.62
Pat Lavery Tyre & Exhaust Centre Ltd	11.09.23	Renew Front Exhaust & Rubbers - Iveco	£410.00
NEREO	12.09.23	Deputy Advert	£180.00
Geo Robinson & Son	30.09.23	Watering Cans, PTFE Tape and Outside Taps	£38.10
Scott Memorials of Distinction	11.09.23	Repair Memorial - Insurance Claim	£642.00
Select Telecom	31.08.23	Admin Phone Lines/Calls/Internet	£122.12
SLCC	04.09.23	Water Compliance & Legionella Control - RH	£72.00
SLCC	04.09.23	Water Compliance & Legionella Control - KB	£72.00
SLCC	09.09.23	National Conference - SS	£530.80
TJ's Heating & Home Improvements	16.09.23	Repair Kitchen Water Heater - SWC	£119.00
Total Energies	07.09.23	Cemetery Electricity 01/08/2023 - 31/08/2023	£54.61
Total Energies	07.09.23	Sunderland Road Sports Pavilion Electricity 01/08/2023 - 31/08/2023	£144.64
Total Energies	07.09.23	Memorial Park Electricity 04/07/2023 - 04/08/2023	£38.85
Total Energies	17.09.23	SWC Electricity 15/07/2023 - 31/08/2023	£814.55
Vodafone	20.09.23	Mobile Phones	£67.20
Wex	04.09.23	Equipment Fuel - Cemetery	£122.94
Wex	18.09.23	Equipment Fuel - Cemetery	£137.19
Wex	25.09.23	Equipment Fuel - Parks	£120.91
Wex	24.09.23	Vehicle Trackers	£11.98
OTHER PAYMENTS			
Co-op Bank	07.09.23	Wages Week 23	£4,415.00
Co-op Bank	14.09.23	Wages Week 24	£4,373.43
Co-op Bank	21.09.23	Wages Week 25	£4,502.24
Co-op Bank	28.09.23	Wages Week 26	£4,373.83
Durham County Council	03.10.23	Attachment Weeks 23-27	£208.35
Durham County Council	03.10.23	Superannuation Weeks 19-22	£6,318.98
HMRC	03.10.23	PAYE Weeks 19-22	£5,071.66
Wave	11.09.23	Cemetery Water £37.00 pcm	£279.19
		Horden Parish Council SEPTEMBER 2023 TOTAL	£42,811.86

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 23-10-23 noticed at 9-15AM	
Location: Church Green Bleekhill Terrace	
Damage Found (please give as much detail as possible)	
Small Quad bike tracks on grassed areas of village green. noticed upon opening park	
No tracks were there when park was locked at 5-30pm on 22-10-23	
incident no - DHM 23-10-23 0074	

Completed by: RM Date: 23-10-23

Police Notified: YES / NO Officer dealing: CR100508365

Time Police notified: 9-15AM

Remedial Action Taken:

phoned Police + given telephone Appointment for 25-10-23

OFFICE USE:

Has available CCTV been checked: YES/NO N/A

Is this an Insurance Claim: YES / NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset: YES / NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:

Completed by: Date:

Date received by Parish Council Office: 23/10/23

Thorpe Road Cemetery Report 23rd September to 22nd October 2023

Agenda Item 7

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
L152	BURIAL	YES	£300.00
G738	ASHES	NO	£600.00
L153	BURIAL	YES	£300.00
D1033	ASHES	NO	£600.00
		TOTAL	£1,800.00
PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
L152	NEW PURCHASE		£300.00
N129	TRANSFER		£75.00
L153	NEW PURCHASE		£300.00
GARDEN B 46C	TRANSFER		£75.00
		TOTAL	£750.00

SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
N128	HEADSTONE	NO	£200.00
A760	HEADSTONE	NO	£200.00
G462	REFIX	YES	£25.00
L141	HEADSTONE AND KERB SET	NO	£400.00
L155	HEADSTONE	YES	£100.00
GARDEN D 63	VASE	NO	£160.00
T6	HEADSTONE	YES	£100.00
L154	HEADSTONE	NO	£200.00
H63	REFIX	YES	£25.00
GARDEN D 61	HEADSTONE	YES	£100.00
K118	VASE	NO	£160.00
		TOTAL	£1,670.00

MISCELLANEOUS			FEE
		TOTAL	£0.00
		TOTAL INCOME	£4,220.00

HORDEN PARISH COUNCIL 2023/24

Bank - Cash and Investment Reconciliation as at 30 September 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2023	Current Account	40,567.30
30/09/2023	Public Sector Reserve Account	285.44
31/01/2023	SWC Cash Account	0.00
30/09/2023	CCLA PUB. SECTOR	641,477.98
30/09/2023	BUSINESS SAVERS ACCOUNT	1,559.20

683,889.92

Other Cash & Bank Balances

272.50

Closing Balance

684,162.42

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	40,567.30
2	90 DAY DEPOSIT A/C	285.44
3	S.W.C. CASH A/C	0.00
4	CCLA PUB. SECTOR	641,477.98
5	BUSINESS SAVERS ACCOUNT	1,559.20
	Other Cash & Bank Balances	272.50
	Total Cash & Bank Balances	684,162.42

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 30 September 2023 – accounts on a straight line we should be around 50%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 15%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Council
1123 – Stationery	1	276/350	Items required at start of year		6/7/23
1125 Insurance	1	14,781/11,687	Complete for year	Overbudget £3,094 may need recharge to HRG	3/8/23
1220 AI Misc	1	39/33	Water pipe fee	Insufficient budgeted	6/7/23
1304 Cem Council Tax	2	3,094/2,577	X2 fees being charged	Will exceed budget	6/7/23
1320 – Cem Misc	2	546/20	£535 headstone repair (insurance)	Will exceed budget	2/11/23
1361 – Cem Major Schemes	2	20,371/7,000	Cemetery Wall repair to be met from EMR		6/7/23
1362- Cem Trade Waste	2	1,829/1,862	DCC complete for year		3/8/23
1413 – PK rents	3	410/410	Complete for year		6/7/23
1420 – PK Misc	3	8,929/20	Memorial Park insurance repair		7/9/23
1616 – SWC cleaning	3	764/954	Increased costs		3/8/23
1649 – SWC catering	3	59/50	Additional cups & stirrers	Some re-allocation to Warm Hub needed	6/7/23
1720 – GP Misc	4	198/50	Chairman’s Board update and additional strips		2/11/23
1724 – GP Subscriptions	4	2,405/3,500	Payments at start of year		6/7/23
1726 GP Members allowance	4	6,291/7,435	Complete for year		7/9/23
1757 – GP Audit	4	(1,680)/5450	Accrued fees		6/7/23
1760 – GP Dog bags	4	1564/1600	Additional pallet purchased		2/11/23
1762 – GP funded projects	4	4,481/1,500	CYO expenditure		3/8/23
11045 – Bar Licenses	5	180/180	Paid for year		6/7/23

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Council
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1196 Bank Interest	1	13,822/10,000	CCLA dividends increased interest rate		3/8/23
1384 Inc Cemetery Fees	1	33,965/45,000	Increased fees Non-residents		3/8/23
1483 Inc Pk Ground Fee	2	1,485/1,884	Football teams invoiced	Likely under budget for year	3/8/23
1487 - Park Ins Claims	2	13,108/0	Memorial Park claim settled	Offset by expenditure 1420 Pk Misc	7/9/23
1682 - SWC Lettings	3	21,216/28,350	DDS invoiced for year/accurate accounting of use in kind		6/7/23
1799 INC Poppy wreaths	4	190/144	Wreaths ordered for 2023	Will balance against 1761 when paid	7/9/23

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 ADMINISTRATION							
1176 PRECEPTS RECEIVED	0	315,655	631,309	315,655			50.0%
1189 INCOME-ADMIN MISC	81	436	780	344			55.9%
1196 INCOME-BANK INTEREST	2,896	13,822	10,000	(3,822)			138.2%
1198 LCTSS GRANT	0	57,991	115,982	57,991			50.0%
ADMINISTRATION :- Income	2,977	387,904	758,071	370,167			51.2%
1101 AD-WAGES	5,506	37,792	121,498	83,706	83,706		31.1%
1102 AD-EMPLOYERS NI	470	3,283	11,438	8,155	8,155		28.7%
1103 AD-EMPLOYERS PENSION	1,074	7,165	24,300	17,135	17,135		29.5%
1110 AD-ROOM FEES	150	900	1,800	900	900		50.0%
1121 AD-TELEPHONE/FAX	102	615	1,489	874	874		41.3%
1122 AD-POSTAGE	0	185	350	165	165		52.9%
1123 AD-STATIONERY	0	276	350	74	74		78.9%
1125 AD-INSURANCE	0	14,781	11,687	(3,094)	(3,094)		126.5%
1126 AD-PHOTOCOPIER	48	616	1,000	384	384		61.6%
1137 AD-PLANT & EQUIPMENT	0	0	220	220	220		0.0%
1151 AD-BANK CHARGES	66	347	1,700	1,353	1,353		20.4%
1152 AD-IT FEES	197	1,405	8,500	7,095	7,095		16.5%
1159 AD-PROFESSIONAL FEES	(1)	(1)	10,000	10,001	10,001		0.0%
ADMINISTRATION :- Indirect Expenditure	7,612	67,365	194,332	126,967	0	126,967	34.7%
Net Income over Expenditure	(4,635)	320,539	563,739	243,200			
102 ALLOTMENTS							
1281 INCOME-ALLOT RENT	0	0	2,300	2,300			0.0%
ALLOTMENTS :- Income	0	0	2,300	2,300			0.0%
1213 AL-RENTS	0	0	1,435	1,435	1,435		0.0%
1220 AL-MISCELLANEOUS	0	39	33	(6)	(6)		117.6%
ALLOTMENTS :- Indirect Expenditure	0	39	1,468	1,429	0	1,429	2.6%
Net Income over Expenditure	0	(39)	832	871			
103 CEMETERIES							
1383 INCOME-CEM MEMORIAL PLAQUES	0	208	540	332			38.6%
1384 INCOME-CEMETERY FEES	4,300	33,965	45,000	11,035			75.5%
1390 INCOME-MEMORIAL BENCHES	0	0	1,500	1,500			0.0%
CEMETERIES :- Income	4,300	34,173	47,040	12,867			72.6%
1301 CEM-WAGES	5,253	34,066	72,336	38,270	38,270		47.1%
1302 CEM-EMPLOYERS NI	435	2,817	6,778	3,961	3,961		41.6%

16:02

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1303 CEM-EMPLOYERS PENS	1,024	6,643	14,467	7,824		7,824	45.9%
1304 CEM-COUNCIL TAX	516	3,094	2,577	(517)		(517)	120.1%
1307 CEM-CLOTHING	0	0	375	375		375	0.0%
1311 CEM-RATES	152	911	1,594	683		683	57.2%
1312 CEM-WATER	37	330	3,131	2,801		2,801	10.5%
1314 CEM-ELECTRICITY	52	283	1,540	1,257		1,257	18.4%
1316 CEM-CLEANING	0	35	100	65		65	34.9%
1320 CEM-MISCELLANEOUS	535	546	20	(526)		(526)	2730.2%
1321 CEM-TELEPHONE/FAX	28	168	343	175		175	49.0%
1336 CEM-BUILDINGS	0	0	850	850		850	0.0%
1337 CEM-PLANT & EQUIP	0	17	500	483		483	3.3%
1338 CEM-TOOLS	0	51	150	99		99	33.9%
1339 CEM-EQUIP REPAIRS	0	774	3,500	2,726		2,726	22.1%
1340 CEM-GROUNDS MAINTNCE	32	1,412	3,000	1,588		1,588	47.1%
1342 CEM-EQUIPMENT FUEL	217	1,152	3,500	2,348		2,348	32.9%
1343 CEM-VEHICLE MAINTNCE	385	1,203	3,000	1,797		1,797	40.1%
1344 CEM-VEHICLE FUEL	0	204	850	646		646	24.0%
1345 CEM-VEHICLE TAX/INS	0	200	650	450		450	30.8%
1346 CEM-HORTICULTURE	0	200	1,320	1,121		1,121	15.1%
1347 CEM-HEALTH & SAFETY	0	28	100	72		72	28.0%
1349 CEM - PLAQUES	0	157	450	293		293	34.9%
1359 CEM-PROFESSIONAL FEE	0	0	600	600		600	0.0%
1361 CEM-MAJOR SCHEMES	0	20,371	7,000	(13,371)		(13,371)	291.0%
1362 CEM-TRADE WASTE	0	1,829	1,862	34		34	98.2%
1363 CEM- LOAN REPAYMENT	0	13,036	26,073	13,037		13,037	50.0%
1364 CEM-MEMORIAL BENCHES	0	0	1,563	1,563		1,563	0.0%
CEMETERIES :- Indirect Expenditure	8,666	89,526	158,229	68,703	0	68,703	56.6%
Net Income over Expenditure	(4,366)	(55,352)	(111,189)	(55,837)			
104 PARKS							
1483 INCOME-PK GROUND FEE	0	1,485	1,884	399			78.8%
1486 INCOME-PK SLAND RD BUNG RENT	294	1,764	3,528	1,764			50.0%
1487 INCOME-PK INS CLAIMS	0	13,108	0	(13,108)			0.0%
PARKS :- Income	294	16,357	5,412	(10,945)			302.2%
1401 PK-WAGES	8,411	50,345	112,056	61,711		61,711	44.9%
1402 PK-EMPLOYERS NI	525	3,445	9,092	5,647		5,647	37.9%
1403 PK-EMPLOYERS PENSION	1,424	7,828	19,363	11,535		11,535	40.4%
1407 PK-CLOTHING	0	0	375	375		375	0.0%
1411 PK-RATES	72	432	757	325		325	57.1%

16:02

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1413 PK-RENTS	0	410	410	0		0	100.0%
1414 PK-ELECTRICITY	175	880	2,000	1,120		1,120	44.0%
1416 PK-CLEANING	0	0	100	100		100	0.0%
1420 PK-MISCELLANEOUS	6,800	8,929	20	(8,909)		(8,909)	44645.0
1421 PK-TELEPHONE/FAX	28	168	309	141		141	54.3%
1436 PK-BUILDINGS	10	110	2,000	1,890		1,890	5.5%
1437 PK-PLANT & EQUIPMENT	0	216	500	284		284	43.2%
1438 PK-TOOLS	0	0	100	100		100	0.0%
1439 PK-EQUIP REPAIRS	0	0	1,500	1,500		1,500	0.0%
1440 PK-GROUNDS MAINT	0	499	2,000	1,501		1,501	24.9%
1442 PK-EQUIPMENT FUEL	101	287	500	213		213	57.3%
1446 PK-HORTICULTURE	0	873	1,520	648		648	57.4%
1447 PK-HEALTH & SAFETY	0	16	250	234		234	6.4%
1459 PK-PROFESSIONAL FEES	0	356	3,000	2,644		2,644	11.9%
PARKS :- Indirect Expenditure	17,545	74,792	155,852	81,060	0	81,060	48.0%
Net Income over Expenditure	(17,251)	(58,435)	(150,440)	(92,005)			
106 S.W.C.							
1682 INCOME-SWC LETTINGS	2,259	21,216	28,350	7,134			74.8%
1688 INCOME-SWC CATERING	15	30	50	20			60.0%
S.W.C. :- Income	2,274	21,246	28,400	7,154			74.8%
1601 SWC-WAGES	2,327	14,296	32,413	18,117		18,117	44.1%
1602 SWC-EMPLOYERS NI	137	894	2,112	1,218		1,218	42.3%
1603 SWC EMPLOYERS PENSION	330	2,148	4,627	2,479		2,479	46.4%
1604 SWC-COUNCIL TAX	172	1,031	1,766	735		735	58.4%
1607 SWC-CLOTHING	0	29	50	21		21	58.2%
1611 SWC-RATES	736	4,416	7,967	3,551		3,551	55.4%
1612 SWC-WATER	75	(204)	2,910	3,114		3,114	(7.0%)
1614 SWC-ELECTRICITY	679	2,537	8,118	5,581		5,581	31.3%
1615 SWC-GAS	0	1,776	9,042	7,266		7,266	19.6%
1616 SWC-CLEANING	0	764	954	190		190	80.1%
1620 SWC-MISCELLANEOUS	0	0	20	20		20	0.0%
1636 SWC-BUILDINGS	829	2,284	5,000	2,716		2,716	45.7%
1637 SWC-PLANT & EQUIP	58	175	350	175		175	50.0%
1638 SWC-TOOLS	0	0	50	50		50	0.0%
1639 SWC-EQUIP REPAIRS	0	0	200	200		200	0.0%
1647 SWC-HEALTH & SAFETY	0	56	550	494		494	10.2%
1649 SWC-CATERING	7	59	50	(9)		(9)	118.2%
1659 SWC-PROFESSIONAL FEE	0	0	1,000	1,000		1,000	0.0%

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1663 SWC-TRADE WASTE	151	452	1,381	930		930	32.7%
S.W.C. :- Indirect Expenditure	5,501	30,714	78,560	47,846	0	47,846	39.1%
Net Income over Expenditure	(3,227)	(9,468)	(50,160)	(40,692)			
107 GENERAL PURPOSES							
1777 INCOME-GP EXTERNAL FUNDING	0	0	1,500	1,500			0.0%
1778 INCOME-GP EVENTS	33	67	0	(67)			0.0%
1790 INCOME-GP DOG BAGS	151	818	1,600	782			51.2%
1799 INCOME-POPPY WREATHS	21	190	144	(46)			132.0%
GENERAL PURPOSES :- Income	205	1,075	3,244	2,169			33.1%
1710 GP-ROOM FEES	23	206	850	644		644	24.3%
1719 GP-CHAIR'S ALLOWANCE	0	0	1,500	1,500		1,500	0.0%
1720 GP-MISCELLANEOUS	178	198	50	(148)		(148)	395.0%
1724 GP-SUBSCRIPTIONS	0	2,405	3,500	1,095		1,095	68.7%
1725 GP- MEMBERS TRAVEL & SUBS	0	0	120	120		120	0.0%
1726 GP-MEMBERS PARTICIPATION ALLOW	0	6,291	7,435	1,144		1,144	84.6%
1727 GP-OFFICER TRAVEL & SUBS	0	177	600	423		423	29.5%
1729 GP-CONF/TRAINING	589	679	5,000	4,321		4,321	13.6%
1732 GP-PUBLICITY	150	150	450	300		300	33.3%
1733 GP-ACTIVITIES & EVENTS	0	5,813	11,500	5,687		5,687	50.5%
1757 GP-AUDIT	0	(1,680)	5,450	7,130		7,130	(30.8%)
1758 GP-ELECTION	0	0	2,000	2,000		2,000	0.0%
1759 GP-PROFESSIONAL FEES	10	1,105	3,250	2,145		2,145	34.0%
1760 GP-DOG BAGS	0	1,564	1,600	36		36	97.8%
1761 GP-POPPY WREATHS	0	0	184	184		184	0.0%
1762 GP-FUNDED PROJECTS	0	4,481	1,500	(2,981)		(2,981)	298.8%
1966 GP- EXTERNAL GRANT PROJECTS	0	2,249	0	(2,249)		(2,249)	0.0%
GENERAL PURPOSES :- Indirect Expenditure	949	23,638	44,989	21,351	0	21,351	52.5%
Net Income over Expenditure	(744)	(22,563)	(41,745)	(19,182)			
108 GRANTS							
1863 OTHER GRANTS	1,268	8,582	22,500	13,918		13,918	38.1%
1864 WELFARE PARK GRANTS	0	50,000	136,557	86,557		86,557	36.6%
GRANTS :- Indirect Expenditure	1,268	58,582	159,057	100,475	0	100,475	36.8%
Net Expenditure	(1,268)	(58,582)	(159,057)	(100,475)			

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
109 CAPITAL PURCHASES							
1975 INCOME-ASSETSALE	333	333	0	(333)			0.0%
CAPITAL PURCHASES :- Income	333	333	0	(333)			
1963 CP-CAPITAL PURCHASES	0	0	40,000	40,000		40,000	0.0%
1964 MAJOR SCHEMES	0	7,700	5,000	(2,700)		(2,700)	154.0%
CAPITAL PURCHASES :- Indirect Expenditure	0	7,700	45,000	37,300	0	37,300	17.1%
Net Income over Expenditure	333	(7,367)	(45,000)	(37,633)			
110 BAR							
11045 BAR LICENCES	0	180	180	0		0	100.0%
BAR :- Indirect Expenditure	0	180	180	0	0	0	100.0%
Net Expenditure	0	(180)	(180)	0			
112 WINTER WARM HUBS							
11264 WINTER HUB EXPENDITURE	82	1,221	0	(1,221)		(1,221)	0.0%
WINTER WARM HUBS :- Indirect Expenditure	82	1,221	0	(1,221)	0	(1,221)	
Net Expenditure	(82)	(1,221)	0	1,221			
113 FLOWER & VEGETABLE SHOW							
11377 INCOME-FLOWER&VEG DONATIONS	0	0	50	50			0.0%
FLOWER & VEGETABLE SHOW :- Income	0	0	50	50			
11350 EXPEND. FLOWER&VEG SHOW	0	0	500	500		500	0.0%
11351 EXPEND.FLOWER&VEG FEES	0	0	350	350		350	0.0%
FLOWER & VEGETABLE SHOW :- Indirect Expenditure	0	0	850	850	0	850	
Net Income over Expenditure	0	0	(800)	(800)			
Grand Totals:- Income	10,383	461,089	844,517	383,428			54.6%
Expenditure	41,623	353,757	838,517	484,760	0	484,760	42.2%
Net Income over Expenditure	(31,241)	107,332	6,000	(101,332)			
Movement to/(from) Gen Reserve	(31,241)	107,332					

Cash withdrawals & Debit Card Transactions:

13/10/2023 – Flying Colours Flagmakers – 3 x Union Flags - £178.20

23/10/2023 – Durham County Council – Pre App HCWFC Stand – £100.00 * 50% to be refunded

TOTAL £278.20

Horden Parish Council Invoices for Payment October 2023
Agenda Item 9

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	15.10.23	2 x Legionella Thermometers	£319.98	BACS
Amazon	17.10.23	Shower Descaler x 4	£45.80	BACS
Amazon	18.10.23	Legionella Log Books	£11.32	BACS
Amazon	19.10.23	Whiteboard - Cemetery	£24.98	BACS
Banner	12.10.23	Laminating Pouches & Staples	£6.18	BACS
Co-operative Bank	02.10.23	BACS/FD Online Fees 01/09/2023 - 30/09/2023	£58.08	D/D
Culligan (was Waterlogic)	15.10.23	Water Cooler Rental & Service	£35.00	D/D
Pat Lavery Tyre & Exhaust Centre	10.10.23	Puncture Repair - Iveco Pickup	£45.00	BACS
Mazars	15.08.23	External Audit Y/E 31 March 2023	£2,016.00	BACS
MKM BS Peterlee	09.10.23	Sand & Cement	£87.11	BACS
Royal British Legion - Poppy Appeal	12.10.23	Poppy Wreaths	£442.50	BACS
SEFE Energy (was Gazprom)	20.09.23	Gas - SWC 31/07/2023 - 29/08/2023	£115.42	D/D
SEFE Energy (was Gazprom)	19.10.23	Gas - SWC 30/08/2023 - 30/09/2023	£140.92	D/D
Select Telecom	30.09.23	Admin Phone Lines/Calls/Internet	£136.13	D/D
Siemens Financial Services	14.10.23	Photocopier Lease	£178.56	D/D
SLCC	18.10.23	Town & Parish Councils VAT Guide	£29.50	BACS
Total Energies	07.10.23	SWC Electricity 01/09/2023 - 30/09/2023	£604.09	D/D
Total Energies	07.10.23	Cemetery Electricity 01/09/2023 - 29/09/2023	£54.55	D/D
Total Energies	07.10.23	Sunderland Road Sports Pavilion Electricity 01/09/2023 - 30/09/2023	£160.47	D/D
Total Energies	07.10.23	Memorial Park Electricity 05/08/2023 - 04/09/2023	£37.74	D/D
Vodafone	20.10.23	Mobile Phones	£67.20	D/D
Wex	02.10.23	Equipment & Vehicle Fuel - Cemetery	£204.11	D/D
Wex	23.10.23	Equipment Fuel - Cemetery	£144.52	D/D
OTHER PAYMENTS				
Co-op Bank	05.10.23	Wages Week 27	£4,544.81	BACS
Co-op Bank	12.10.23	Wages Week 28	£4,441.16	BACS
Co-op Bank	19.10.23	Wages Week 29	£4,404.73	BACS
Co-op Bank	26.10.23	Wages Week 30	£4,814.75	BACS
		Horden Parish Council OCTOBER 2023 TOTAL	£23,170.61	

CDALC updated briefing note 24 Oct 2023

- **Issues for Parish and Town Councils with DCC hosted websites to consider when commissioning a new web provider and**
- **Some website provider options and costs**



Website hosting and development

At minimum you need a different provider to host your website. This is the renting of space on a server which will ensure maximum speed, reliability and security for your website.

It might be possible for a web developer to replicate your site like for like but this will still incur a cost and some developers will not want to do it as they may feel compromised as it isn't their choice/standard/quality of design/coding. Some will though.

Some developers will offer you a new site which if built from scratch is likely to be the most costly choice, or if they have already developed previous websites for PTCs they will have their own 'template' to fit your council's into. It is likely to be cheaper to use one of the 'off the shelf' PTC web providers whereas the more bespoke the more it will cost. 6 of the 7 website providers have previously designed PTC sites with some in the 100s while others one or two.

Some developers will deal with moving your content as part of their price while others will quote separately for this. As a rough guide, a year's worth of content might take about 6 or 7 hours to move.

I have been told quite a few times that the PTC sites are generally fairly simple so if you are up for it and have the time, moving the content yourself could be a possibility.

Once your new site is set up your developer will host your site (on their servers) at a cost which will normally be included in a yearly subscription fee.

Domain name

You will also need to have a new domain name if your website is currently a subdomain of Durham's eg your website's address is xxxxx.parish.durham.gov.uk. If you have a gov.uk domain that Durham manages for you, this will need to be transferred to another provider.

If you haven't already got a gov.uk domain we are strongly recommending that this is the moment to acquire one, rather than going for something like org.uk. Although slightly more costly they are the best practice standard for parish and town councils and come with better cybersecurity settings. Any reputable web provider should be able to assist you with this and even arrange it for you at a cost. There are only a limited number of companies who are licensed to register gov.uk domains so a web developer will be purchasing it on your behalf. They come with an ongoing bi-annual

registration fee. A couple of the providers listed are themselves gov.uk domain name registrars.

Emails

For those choosing a gov.uk domain (or others) you should be looking for your clerk to have a gov.uk email address and different providers will offer you different options for additional gov.uk email addresses (might want them for other members of staff and councillors). Some have an unlimited number offer while others per email address.

Some of the providers will advise on the best software to use your email with and although using webmail (in browser) might be attractive this isn't as secure and is generally quite a clonky experience. Microsoft Office 365's outlook seems to be the most often quoted securest system but there will be others.

Yearly fee/additional offers

A yearly fee can include a wide number of variables but sometimes they might be charged separately.

From discussions with developers, there will be issues you might want to consider:

- Level of support during set up
- Ongoing support - different systems for help eg telephone, mail, online chat, online ticketing systems.
- Support hours - you might be offered a certain number of hours per month or year. Some providers let you accrue these while others will be 'use it or lose it'.
- Some web providers have community/user forums which can be of interest/benefit in contributing to future site developments and opportunities for more learning
- Access to user manuals/video instructions
- Option of online payment module (could be a good idea for payment of allotment fees or event ticketing)
- Option of secure portal for councillor log in
- Normally content editing will be your responsibility but most providers will offer this at a cost. We'd recommend dealing with your own content as it may be as time consuming forwarding it to them as just uploading it yourself.
- For data 'geeks' you might want to check out if there's an 'analytics' option where you can have access to info on visits to different parts of your website so that you can be checking what aspects are being used/most valuable. However, always good to keep this in perspective and although attractive to compile data, it shouldn't just be for the sake of it.
- Do be aware that when you transition to a new site you will need to do a content freeze which may be for a few days so think about this in advance and agree with your developer so that it is well timed for you.

Other notes

Your new website must be compliant with WCAG 2.1AA accessibility standards. Do make sure of this and see what resources your provider can offer to help you sustain this compliance when adding content yourself. One of the providers offers a quarterly compliance report at extra cost.

Security. Where there is a contact form, the site must be using the latest SSL encryption.

Overall it is quite difficult to compare like with like as different providers will be offering various packages with different add ons such as level of support. Some will want to entice you in with lower set up costs whereas ongoing yearly costs might be higher whereas others will be more expensive for the set up but ongoing annual costs lower.

You need to decide what options are a priority for your council and it will depend on many factors.

Please use this information in addition to the DCC 'Appendix 1 - Basic Specification of requirements to consider' and 'Appendix 2 – Durham Website SLA description'

Here is the list of website providers for which you'll find further information about below. They all come recommended either from our own local councils, through CDALC's own network of County Officers/NALC or were on DCC's list of potential providers.

Aubergine	'Sector' provider. Currently hosting Lynesack and Softley PC and Ingleton PC websites
Madhouse Media	Chester le Street based. No current P&TC sites being hosted but former DCC IT engineer in team.
Mitchell Digital	Middleton in Teesdale based. Currently hosting Sedgefield TC's website
Parishonline	'Sector' provider
Parish Web and Host	'Sector' provider currently hosting Hetton TC and Trimdon Foundry PC's websites
SWS Web	North Lodge PC's gov.uk domain name provider but also web developer
Urban River	South Shields based. Currently hosting Gt Aycliffe TC's website.

Costs quoted will all be all be plus VAT.

Aubergine

Further info can be found at:

<https://www.aubergine262.com/parish-town-council-websites/>

Contact Mark Tomkins

thestudio@aubergine262.com

01525 373020

Nationally well known sector website provider.

Mark Tomkins, Aubergine's founder is a parish councillor and an ambassador in the sector for promoting web accessibility and gov.uk domains. He champions these at conferences and talks and this year attended the local SLCC branch meeting at Ferryhill to give us all many helpful tips on keeping documentation on websites accessible. Mark wrote the NALC Good Councillors Guide to Cybeseurity. Delivered the migration of numerous Kent websites which were de-hosted by the County Council in 2021.

Some Aubergine PTC websites (182 in total nationally)

<https://www.ingletonparishcouncil.org.uk/>

<https://www.lynesackandsoftleyparishcouncil.co.uk/>

<https://www.billingham-tc.gov.uk/>

Website set ups and maintenance are tiered depending on your councils's precept. They will offer you many different design options and templates but not your current design.

Discounts available for SLCC clerks (on application)

For councils <£25k

One off set up £499

Year 1 subscription and support FREE

Year 2 onwards £199 pa

For councils £25k - £100k

One off set up £800

Yearly subscription £199pa

For councils >£100k

One off set up £1075

Yearly subscription £299

Optional Extras

Domain registration £100 pa

Quarterly WCAG compliance reports £299pa

Online payment module £500 one off

Form builder module £50 pa

Event ticket module £250 one off

Councillor portal £100 pa

Extended annual support package £720

Transfer of existing site £25hr

In person training £199 half day

Can assist with email set up

Much made of WCAG 2.1AA compliance. Don't use plug ins or widgets as consider they compromise accessibility

Websites include templates for agendas, minutes, documents, policies, meeting calendars, news, venues, cllr profiles and more
Email and telephone support
Online/video based learning centre
Bi-monthly user meetings
SLCC official partner

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Madhouse Media

Contact Nick Danks

Nick.danks@madhousemedia.co.uk

07837792139

[Madhouse Media: Marketing, Design, Web & Print In Durham](#)

Nick informs us that Madhouse will be taking on lots of the school websites that are being de-hosted by DCC. Based at Drum Industrial Estate, Chester le Street. Madhouse were on the list of potential providers from DCC and we know that at least one parish council has recently commissioned them to host their current DCC website. They will replicate your website.

Previous Madhouse websites based around education and creativity.

1. <https://dreambigroleplay.com/>
2. <https://starzdramaschool.com/>
3. <https://www.bw-magazine.co.uk/>
4. <https://blhairdressing.co.uk/>

Please find below our website hosting and support options:

Bronze Level - £400.00/year:

- Secure Website Hosting: Your website will be securely hosted on a dedicated server.
- Secure Email Hosting: We will create and support 5 email accounts with your domain name.
- Regular Maintenance: We'll keep your server updated with security patches and maintain performance.
- High-Speed Connection: Benefit from a lightning-fast gigabit internet connection.
- Expert Guidance: We offer guidance for the development of your website.
- Comprehensive Documentation: Access up-to-date documentation and user manuals.
- Web Updates: We'll support you in updating the website, attend meetings to discuss improvements, and handle updates like staff changes, newsletters, and photos.
- Support Hours: Includes 2 support hours throughout the year.

Silver Level - £600.00/year (Includes Bronze):

- Extended Web Support: Our enhanced support includes handling website updates on your behalf.
- Increased Web Updates: Enjoy up to 6 hours of updates, including staff changes, newsletters, and photos.
- Support Hours: Includes 6 support hours throughout the year.

Gold Level - £800.00/year (Includes Silver):

- Full Website Management: We'll take care of all website updates on your behalf.
- Extensive Updates: Benefit from up to 8 hours of updates, including staff changes, newsletters, and photos.

- On-Site Consultation: We'll provide a half-day, one-on-one on-site consultancy with a nominated member for personalised support.
- Support Hours: Includes 8 support hours throughout the year.

Additional services:

- **DNS/Site Transfer - £50.00:** A smooth and efficient domain or website transfer service.
- **Website Creation - £500.00:** The option to have a brand-new website custom-built for your Parish.
- **Gov.uk domain registration:** The baseline cost for a new domain name is £150 +vat for the first 2 years.
- **5gb Email accounts: £50 per year:** Bulk discounts are available when ordering more than 10 accounts.

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Mitchell Digital

Mitchell Digital Prospectus for County Durham Councils

<https://cdalc.info/wp-content/uploads/2023/10/Mitchell-Digital-Durham-councils-proposal.pdf>

Contact Kane Mitchell

kane@mitchelldigital.co.uk

www.mitchelldigital.co.uk

07971 939429

Mitchell Digital is based in Middleton in Teesdale in County Durham. Over 12 years in online marketing industry and with a very varied clientele from large international businesses to small family run businesses. Designed and hosts Sedgfield Town Council's website <https://www.sedgfieldtowncouncil.gov.uk/>.

Some Mitchell Digital websites

- Midland Health
<https://midlandhealth.co.uk/>
- Bowfield Camping and Caravan Site Barnard Castle
<https://www.bowfieldfarm.co.uk/>
- Fancy Flush Luxury event toilets
<https://fancyflush.co.uk/>

Option 1 - Rebuild & Modernise

We will work with you to create a modern version of your current website. This will be a fast and accessible version of your current website.

Included Functionality

- News/blog posts
- Accessible & Secure Mobile responsive design
- 1x Contact Form
- Website search functionality

Cost: £800

Option 2 - Parish Council Optimised Website

This package focuses entirely on making your parish council website more organised and much easier to maintain for your staff. This includes managed data entries of:

- Agendas and minutes
- Staff profiles
- Events (such as meetings) Annual Reports
- Facilities (if required)
- Mayor profiles (if required)

Included Functionality

Everything in option 1,

- plus: Customised news categories
- Custom data entry for different areas of your Parish Council (see above)
- 3x Contact Form
- Custom Email Response Templates

Cost: £1,800

Not Included

To avoid any confusion, the following items are not included in the scope of your project:

- Only the content provided by the client will be used. The project does not include any custom copywriting/photos or video. Any custom content will be done at our discretion.
- Domain registration
- Legal policies (privacy policy, terms of service, disclosure) Email service / Custom email addresses and/or inboxes
- Website hosting (we will do this, but this is not covered in the rebuild of the website)

EX T R A S

Payment Gateway Setup

Make it easy to take payments online. We can set up an online payment gateway that anyone can use anywhere. No equipment costs. Everything will be securely built into your website.

£500

User Registration & Login

We can add the ability for residents to log in to your website for hidden/advanced features. This feature would depend on your needs and require a detailed scope of work before this extra started. This does not have any limits for the number of users that can be on the system.

£650

.gov.uk Registration Domain

If needed, we can set up a .gov.uk domain for your parish council.

£250

Please note: Restrictions may apply and the time period of registration can vary.

.gov.uk Transfer/Renewal Domain

If your Parish Council currently has a .gov.uk domain name they we are able to handle the domain according to the rules and restrictions around a .gov.uk domain name.

£150

Please note: Restrictions may apply and the time period of registration can vary.

O N - G O I N G S U P P O R T

Monthly - Hosting, Security & Maintenance

- Website hosting
- Unlimited File Storage
- London/Manchester-based fast, SSD cloud hosting
- Uptime Monitoring - Instant notification your website is down
- Secure and use the most up-to-date web technologies
- SSL Certificate
- Email sending service available (up to 1000 emails a month)
- Security patches to WordPress
- Monthly backups
- Website Analytics and Search Console setup
- Critical (site down) resolved within 24 hours

£65permonth

Discounted: £40 per month

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Parish online

Website info about parish and town council websites

<https://www.parish-online.co.uk/services/parish-council-website-package>

Website **brochure** for parish and town councils

https://www.parish-online.co.uk/downloads/Parish_Online_Websites-Service_Overview.pdf

Contact Chris Mewse

chris.mewse@geoxphoere.com

0203 4114544

Chris is a massive advocate for wanting to make it as easy as possible for local councils to provide a website that is compliant with all the necessary security, accessibility and other legal requirement. He also wants gov.uk to be the sector standard. Approx 35 parishonline websites nationally but he is wanting to grow this. Parishonline are also known for their 'geoxphere' work with the govt providing cloud based mapping services for many local authorities and public sector organisations. Chris informs us that the website part of the limited company is currently transitioning to a CIC. There will be no shareholders and revenue is re-invested back into the web development for parish and town councils. They are a NALC partner.

Some Parishonline PTC websites (approx. 35 in total)

<https://luttonsparishcouncil.gov.uk/>

<https://slaptonparishcouncil-devon.gov.uk/>

<https://georgehamparishcouncil.gov.uk/>

There is no set up cost and Parishonline (POL) offers an annual subscription based on population and have agreed a 30% discount to their normal prices for any CDALC members. Find your council's population at [Local Area Report for areas in England and Wales - Nomis \(nomisweb.co.uk\)](http://Local Area Report for areas in England and Wales - Nomis (nomisweb.co.uk)). Additionally if >10 councils use POL, Chris Mewse has offered a 40% discount.

The offer is for a POL off the shelf website design. There are no other costs apart from the annual subscription specified below.

Use of gov.uk domains is mandated for having a POL website but this is included in the annual fee.

This is the schedule of costs:

	Population	Annual subs for CDALC member councils 30% discount	Annual subscription (excl VAT) for non CDALC members
A	0	£234.50	350
B	250	£266.67	400
C	500	£300.00	450
D	900	£333.33	500
E	1300	£366.67	550
F	2000	£400.00	600
G	3000	£433.33	650
H	4300	£466.67	700
I	6000	£500.00	750

J	13000	£533.33	800
K	19000	£600.00	900
L	45000	£666.67	1000

Designs are limited - using POL templates

Content migration is seen as a team effort between POL and customer. No noted additional cost.

20 mailboxes will be included (5GB storage)

Gov.uk design standards

Easy to use login interface

Responsive design (for different gadgets)

Support via email

WCAG2.1AA compliance

Unlimited online storage and bandwidth

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Parish Web and Host

Web page prospectus created for CDALC councils

[Proposal for County Durham Parish and Town Councils - Parish Web & Host](#)

websitesforparishcouncils.co.uk

Parish Web and Host website

[Is your Parish / Town Council website compliant and up to date?](#)

websitesforparishcouncils.co.uk

Mark Dolan

M: 07399417567

W: www.parishwebandhost.co.uk

E: info@websitesforparishcouncils.co.uk

Mark got involved in his local Neighbourhood plan a few years ago and since then there has been no looking back with developing parish and town council websites. Parish Web and Host is a Narkedesign Limited company with 22 years experience in web design and development. Locally, Parish Web and Host have designed and host Hetton Town Council and Trimdon Foundry Parish Council's websites. Parish Web and Host focus on accessibility, security and scalability. Promotes their design being simple and clear and very intuitive. Accessibility prioritised and WCAG 2.1AA compliance.

Some Parish Web and Host PTC websites (approx. 50 in total)

Hetton Town Council – Graeme Creedy

<https://hettontowncouncil.gov.uk>

townclerk@hettontowncouncil.gov.uk

Tel: 01915616600 – County Durham

Trimdon Foundry PC – Joseph Hobson

<https://trimdonfoundry-pc.gov.uk>

clerk@trimdonfoundry-pc.gov.uk

Tel: 07500 807204 – County Durham

Perranarworthal PC – Ashley Bridges

<https://perranarworthalpc.org.uk>

perranpc@btinternet.com

Tel: 07816 388474

Pricing | Pricing Summary & Options

Website creation £379

Including:

Data Migration including IMAP email accounts (2 days allocated for migration)

FREE SSL Security Certificate*

Free Media Manager plugin worth £60

A new and agreed navigation and page structure

Admin Login

Standard pages will include:

Home

Contact – (including contact form if requested)

Councillors

Minutes & Agendas

Financial
Policies
Vacancies
Accessibility Statement
GDPR Statement
More pages can be added.

Website Hosting £225pa

Including:

Unlimited Storage
Unlimited Email Accounts
Webmail
Malware security
Website Updates
Free Training
Free Support

Website Options

Additional migration work

£35ph or £280per day

Add News / Blog – £100

for a one off setup fee of £100 we will add a news section to your website, we will also create the first 4 news post ready for you to add more.

Add Events Calendar / What's on – £100

For a one off fee, we will add an events calendar to your website, and add the first 4 events for you. These could be activities at the village or town hall, or external events.

Website Updates Pack (optional)

We are happy to upload your content for you, including minutes & agendas, Financial news, events etc... we offer a service plan to suit.

All you need to do is email us with your changes, new content, pdfs and we'll do the rest.

Its just £25pm billed annually (£300pa)

Domain Management

org.uk domain £28pa

gov.uk domain £120pa (billed every two years)

Time Scales

We can have your new website ready within two weeks

Your emails can be created as soon as we create your hosting.

For your emails, you just need provide us with a list with the beginning. ie:
john.smith@

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SWS web

SWS Prospectus for County Durham Councils

<https://cdalc.info/wp-content/uploads/2023/10/SWSweb-CDALC-DCC-website-proposal-October-2023.pdf>

Contact Richard Pigden

richard@swsweb.co.uk

01483 338987

<https://swsweb.co.uk>

Richard was recommended to us by North Lodge's Parish Clerk, David Murrell.

SWS are North Lodge's gov.uk domain registrar.

Founded in 2012 by Richard to provide affordable website support services.

Provide website design and development and allow you to have full editing rights.

Focus on day to day support, fixing issues and keeping websites secure.

Some websites designed by SWS web

- Children with Special Needs Foundation
<https://www.childrenwithspecialneeds.co.uk/>
- Capel Military Show
<https://www.capelmilitaryshow.com/>
- Survivors West Yorkshire
<https://survivorswestyorkshire.org.uk/>

SWS has worked with several councils from website builds to domain management, a few recent ones include:

- Kirkbymoorside Town Council <https://www.kirkbymoorsidetowncouncil.gov.uk/>
- North Lodge Parish Council <https://northlodgeparishcouncil.gov.uk/>
- Wraysbury Parish Council <https://www.wraysburyparishcouncil.gov.uk/>

Will re-create your website, exactly as it is now, based on the following prices.

COSTS

Website move/build	£1249 plus VAT per site * (one-off cost)
Monthly website maintenance	£79 plus VAT per site * (monthly cost)
Domain name registration	£75 plus VAT per domain (yearly cost) Please note this cost may increase next year due to the Government changing the .gov.uk domain registry system.

* We will offer a 10% discount on website build and monthly maintenance costs per site if ten or more councils sign up with us.

EMAIL

Included with our website hosting, at no extra charge, are unlimited email addresses per council. These are 10GB inboxes with gov.uk extension where available.

As a Google Partner, we can also offer Google Workspace as an advanced email platform, including shared calendars, document storage and many other business tools. However, this carries a premium of £4.90 plus VAT per inbox, per month.

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Urban River

Prospectus for County Durham Parish and Town Councils

<https://cdalc.info/wp-content/uploads/2023/10/Urban-River-CDALC-Website-Hosting-Supportpdf.pdf>

Contact Carl Buckley

info@urbanriver.com

0191 456 6199

Website <https://www.urbanriver.com/>

Urban River, based in South Shields, come recommended by [Gt Aycliffe Town Council whose website](#) they developed and host. Carl (Managing Director) and Richard Cummings (Head of Digital) have spent a considerable amount of time discussing the project with me and with DCC's website staff. Their prospectus is the most detailed of any of the providers. Urban River are open to discussion/specifically tailored solutions. Migration cost is based on like for like website.

Some websites designed by Urban River

- Northumbria Police and Crime Commissioner
<https://northumbria-pcc.gov.uk/>
- North Yorkshire Fire and Rescue Service
<https://www.northyorksfire.gov.uk/>
- Newcastle City Council website for older persons and associated organisations
<https://www.informationnow.org.uk/#>

Costs

Migration, Hosting & Support

Costs are based upon an initial 3 year contract

Migration & set up (initial one -off cost) **£250**

Option 1

Hosting, SSL & 6hrs Support (cost per annum) **£770**

Option 2

Hosting, SSL & 12hrs Support (cost per annum) **£1040**

Additional levels of support can be discussed

Group of 5+ websites discount of 15%

Domain Registration & Set Up

The typical registration process to secure a .gov.uk domain and own it for two years is £150 ex vat

The typical renewal cost after year 2 is £100 ex vat for each two year period

Email

An indication of email setup and hosting is £12 ex vat per mailbox per year.

New Website Design & Build - per website

From £1500

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Contact: Paul Darby
Direct Tel: 03000 261930
email: paul.darby@durham.gov.uk
Your ref:
Our ref:



24th October 2023

Dear Colleague

Consultation on further proposals to balance the Council budget

As a council, we continue to operate in a period of significant financial uncertainty due to the impact of high levels of inflation and increased service demand. These concerns continue to impact significantly on our financial planning, with increases in bank base rates and the impact of future National Living Wage increases forecast to put further pressure on our budgets.

The total savings required at this stage for 2024/25 to balance the budget is estimated to be £16.3 million, around £4 million higher than previously forecast. Across the next four years, the total savings that will be required are estimated to be £67.602 million – around £11.6 million more than was previously forecast.

A total of £5.878 million of savings across the next four years have already been approved, of which £2.332 million can be delivered in 2024/25.

Cabinet agreed additional savings proposals of £3.7 million for 2024/25 and £6.617 million in total across the MTFP planning period, which were subject to consultation between 5 September and 20 October 2023: [consultation on our budget proposals for 2024/5 and Medium Term Financial Plan 2025-2028](#)

On 11 October 2023 Cabinet met and agreed proposals for further savings of £1.943 million in 2024/25 and £2.909 million across the four-year period, and that these are now subject to further public consultation.

Resources

Durham County Council, County Hall, Durham DH1 5UF
Main Telephone 03000 26 0000

Text Messaging Service 07860 093 073

It is very important that we continue to involve key partners and the public in our decision-making process. We would be grateful if you could read the Cabinet [report](#) and submit any comments by **Sunday 3 December 2023**.

When commenting on the budget proposals, please consider:

- If any of the proposals will have a negative impact on your organisation's priorities and workload.
- If you consider this will be the case, please let us know how these might be minimised.
- If you feel a proposed change should not go ahead, please let us know what alternatives the council could consider in order to meet its budget reduction target.
- If you consider that the proposals will have a detrimental impact on priority or characteristic groups, please let us know.

In addition to consulting with organisations such as yours, the public are being encouraged to give us their views by attending an Area Action Partnership meeting during November, completing a survey at our libraries or Customer Access Points or on our website [here](#).

The results of the first round of consultation, which occurred during September and October 2023, and this further consultation focusing on October's savings proposals, will be included in the Council Budget report to Cabinet on 14 February 2024, followed by a decision by Full Council on 28 February 2024.

Thank you for your consideration and should you have comments, please forward them to consultations@durham.gov.uk by **Sunday 3 December 2023**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Darby', written in a cursive style.

Paul Darby
Corporate Director of Resources
Durham County Council

Paul Darby
Corporate Director of Resources

Cabinet

11 October 2023

Medium Term Financial Plan(14) 2024/25 – 2027/28

CORP/R/23/01



Report of Corporate Management Team

Paul Darby, Corporate Director of Resources

Councillor Richard Bell, Deputy Leader and Portfolio Holder for Finance

Councillor Amanda Hopgood, Leader of the Council

Purpose of the Report

- 1 To provide an update on the development of the 2024/25 budget and the Medium Term Financial Plan (MTFP(14)) covering the period 2024/25 to 2027/28, including updated financial planning assumptions which have affected a number of the figures previously reported.
- 2 The report also includes details of further savings proposals that could be implemented to help balance the budget, which will be subject to consultation over the coming two months, building on the consultation which is currently underway on the proposals contained in the report to Cabinet in July.

Executive Summary

- 3 The Council continues to operate in a period of significant financial uncertainty. When the 2023/24 budget was approved on 22 February 2023, the council was concerned about the ongoing and consequential impact of high levels of inflation and service demand alongside concerns
- 4 These concerns continue to impact significantly upon financial planning with increases in bank base rates, expected pay settlements for our employees and the impact of future National Living Wage increases all forecast to increase pressure upon future years budgets.
- 5 Once again, the Looked After Children's budget is under pressure due to increased demand and, significantly, increased complexity of need as we

- emerge from the pandemic driving forecast overspends in the current year that are forecast to continue into next year which must be accommodated.
- 6 All these issues are making financial planning difficult and are resulting in a deterioration in the forecast MTFP(14) financial position as compared to that reported to Cabinet on 12 July 2023.
 - 7 Unlike some other councils, Durham County Council currently has sufficient financial resilience, a strong track record of prudent financial management and sufficiently robust budget and MTFP planning processes such that we are not, at least at this stage, in danger of the Corporate Director of Resources having to consider issuing a Section 114 notice. That said, the financial challenges in 2025/26 and beyond are immense based on our current forecasts and if the council does not address these challenges in a planned way then the position could change rapidly.
 - 8 These challenges are largely exacerbated by continuing inflationary and demand pressures and significant uncertainty in terms of future financial settlements for local government and how available funding will be shared between local authorities. Local authorities continue to be provided with one year financial settlements, which provide little financial certainty and security. The Chancellor of the Exchequer's Autumn Statement will be published on 22 November 2023 which will likely result in the local government finance settlement being in early December providing little time for local authorities to react.
 - 9 Local authorities desperately need early notification of how much, if any, additional government support will be provided in 2024/25 to offset the significant financial pressures faced by the sector due to the present high levels of demand and inflation. The 2023/24 local government finance settlement included an indicative increase in the non-ring fenced social care grant of £7.8 million alongside increases in ring fenced specific grants such as the Adult Discharge Grant and the Market Sustainability Improvement Fund. It is clear however that increases in core funding for local authorities will not be sufficient to maintain services in 2024/25.
 - 10 It appears that there will not be early confirmation or notification of funding levels for 2024/25, with the finance settlement not expected until around Christmas once again leaving local authorities to continue to plan for the worst i.e., no further funding being made available beyond the non-ring fenced grant increases indicated to date.
 - 11 Against this background a number of local authorities across the country have either published or referenced that they may shortly need to publish Section 114 notices, with several more expected to in the coming months. A number of these announcements have been made by local authorities who are simply running out of funding to finance core services and not related to governance failures or risky commercial decisions. It is hoped that central government heed these warnings and provide additional core

funding to local government beyond the sums already indicated which are not sufficient to cover the pressures faced.

- 12 The ongoing uncertainty is continuing to make financial planning extremely challenging and requires the council to be flexible and adaptable. In this regard the relatively strong financial position of the council will ensure that the council is well placed to react effectively to any outcome. That said, without significant additional government funding the council will be placed in a very challenging situation and will be required to make very difficult decisions to address these pressures in setting balanced budgets in 2024/25 and in future years.
- 13 The council is presently prudently planning on the basis that the council will receive additional core funding uplifts including inflation uplifts in Revenue Support Grants (RSG), Business Rates and Top Up grants and additional social care grant totalling £20 million in 2024/25 but that from 2025/26 the council will only receive Consumer Price Inflation (CPI) uplifts in RSG, Business Rates and Top Up grants i.e., no increase in core grant funding are included. This prudent estimate for future years is in line with announcements by the Chancellor of the Exchequer in the March 2023 Budget that across the three years 2025/26 to 2027/28 the public sector would only receive a 1% real terms funding increase with Health, Education and Defence expected to receive additional protection. This position will be closely monitored in the coming months especially once the next local government finance settlement is received in the autumn.
- 14 As we continue budget planning for 2024/25, in line with previous practice, the MTFP Model has been reviewed and the financial forecasts for the next four years updated. Financial plans have been updated to consider the impact of inflation upon council costs, particularly in relation to the National Living Wage and the ongoing impact upon future years pay settlements for council employees. The impact of the revised assumptions is that the scale of forecast savings to balance the budget across the MTFP(14) planning period has increased.
- 15 The latest forecasts indicate that even with assumed council tax increases in each of the next four years, the council will face a funding gap / savings requirement of £67.602 million in order to balance the budget over the 2024/25 to 2027/28 period, £11.588 million higher than the position previously reported to Cabinet in July, with £4.1 million of this increase falling into 2024/25.
- 16 Savings are forecast to be required in all years of MTFP(14) as unavoidable budget pressures outstrip the funding the Council will receive from Government and its ability to generate additional income from business rates and council tax. The forecasts assume the Council will apply the maximum increases in its Council Tax it is allowed to across each of the next four years, in line with government guidance and expectations.

- 17 The achievement of an additional £67.602 million of savings over the next four years will be extremely challenging and should not be under-estimated – more so given the savings that the council has been required to achieve in the last ten years to balance its budgets. The emphasis since 2011/12 has been to minimise savings from front line services by protecting them wherever possible whilst maximising savings in management and support functions and by targeting increased income from charging. This is becoming much more difficult however, as the scope for further savings in managerial and back office efficiencies is becoming exhausted following the delivery of £260 million of savings up to 31 March 2024.
- 18 The total savings required at this stage for 2024/25 to balance the budget amounts to £16.308 million, £4.173 million higher than the position previously reported to Cabinet in July.
- 19 There are £2.332 million of savings approved as part of MTFP(13) that can be delivered in 2024/25, with the savings previously agreed having been reprofiled and one of the savings proposals reduced by £74,000 following a review. The updated schedule of previously agreed savings is set out at Appendix 2.
- 20 Cabinet agreed additional savings proposals of £3.725 million for 2024/25 and £6.617 million in total across the MTFP(14) planning period for public consultation at its meeting on 12 July 2023, with public consultation commencing on 3 September 2023. These are set out at Appendix 3.
- 21 Within this report are further 2024/25 savings of £1.943 million and £2.909 million in total across the MTFP(14) planning period for further public consultation. If ultimately agreed, the total savings would be £8.0 million in 2024/25 and £15.330 million across the MTFP(14) planning period, reducing the forecast budget deficit / savings shortfall to £8.308 million in 2024/25 and £52.272 million if all savings are approved at Full Council on 28 February 2024.
- 22 It must be recognised however that these figures could change, depending on whether the government provide any much needed additional resources to the sector in 2024/25 beyond the levels indicated in the 2023/24 local government finance settlement and whether the council experiences further additional financial pressures due to demand, loss of income or due to the impact of inflation or identifies further savings options. If nothing changes then the Council will need to utilise a further £8 million of its MTFP Support Reserve to balance the budget next year.
- 23 The updated forecast position for MTFP(14) has slightly deteriorated since the 12 July 2023 Cabinet report. At that stage it was forecast that the budget deficit / funding shortfall in 2024/25 would be £12.1 million with total budget deficit / funding shortfall across the MTFP(14) period of £56 million.
- 24 Work will continue over the coming months to closely monitor and manage the councils budgets and to identify additional savings options to help to

balance next years and future years budgets. It is crucial however that local government is given confirmation of funding settlements for next year and for future to ensure there is a clear understanding of the financial challenges faced.

- 25 The MTFP(14) forecasts continue to assume that there will be a 4.99% council tax increase in 2023/24 and maximum 2.99% increase for the period 2025/26 to 2027/28. The 4.99% increases for 2024/25 includes an assumed 2.99% council tax referendum limit core increase and 2% for the adult social care precept. It may well be that Government provide additional flexibility in terms of council tax going forward, though there is no indication on whether this will be the case at this stage.
- 26 It is important to recognise that the income generated from a 2% adult social care precept does not fully offset the unavoidable budget pressures we face in our adult social care budgets, which are some of the largest budgets the council has. Additional income of circa £5.3 million would be generated by a 2% adult social care precept, however, the unavoidable inflationary base budget pressure from social care fees alone are more than three times this level (care fees for residential, nursing and home care services - largely driven by expected increases in the National Living Wage next year) and expected to be £17.8 million.
- 27 The updated MTFP(14) financial forecasts are attached at Appendix 5 and the report contains an explanation of the underpinning financial planning assumptions that support these financial forecasts.

Recommendations

- 28 Cabinet is asked to:
- (a) note the updated MTFP forecasts and the requirement to identify additional savings of £67.602 million for the period 2024/25 to 2027/28, but also note that this forecast could change based upon outcome of future government funding settlements, the ongoing impact demand for services and inflationary pressures upon the council;
 - (b) note that at this stage a forecast £16.308 million of savings are required to balance the 2024/25 budget;
 - (c) note the revised profile and reduced quantum of the savings previously agreed as part of MTFP(13) as set out at Appendix 2;
 - (d) note the ongoing consultation on the new savings proposals agreed by Cabinet in July, which are set out at Appendix 3;

- (e) agree that the new additional savings proposals included at Appendix 4 to support MTFP(14) are consulted on; and
- (f) note that should the financial forecasts set out at Appendix 5 remain unaltered and the council tax increases and savings proposals at Appendix 2 to 4 are agreed at County Council on 28 February 2024 then the budget deficit would be reduced to £8.308 million in 2024/25, with a budget deficit of £52.272 million across the full MTFP(14) planning period.

Background

- 29 To ensure the 2024/25 budget and MTFP(14) can be developed effectively and savings targets delivered in time to produce a balanced budget, it is important that the council has a robust plan and timetable that is agreed and followed. The budget setting timetable was agreed by Cabinet on 12 July 2023.
- 30 The council is committed to strong financial governance and getting value for money whilst ensuring that any council tax increases are justified and affordable.
- 31 It is prudent that the council continues to plan across a four year timeframe. During this period the Council will continue to face significant and unavoidable budget pressures, especially relating to future pay awards to council employees, the National Living Wage uplifts, Children's Social Care and Waste pressures and from a shortfall in housing benefit subsidy relating to temporary and support accommodation, whilst facing the uncertainty over the impact of the future Fair Funding Review (FFR).
- 32 Planning across the medium term in this way ensures that decisions can be made in the knowledge of the likely financial position of the Council and provides a basis for effective decision making taking account of the best estimates of income and expenditure.
- 33 Savings plans continue to be developed for consideration for 2024/25 and in future years. Unless there is a significant uplift in the level of local government financial settlements, additional savings are inevitable as the council suffers from a low taxbase and is not able to raise sufficient income locally from permissible council tax increases and from its locally retained share of business rates to meet its unavoidable inflationary and service demand pressures – particularly from its statutory social care services.
- 34 The council will be able to utilise the MTFP Reserve to help balance the budgets in the short-term whilst savings proposals are developed and or implemented. The MTFP Reserve balance is currently £27 million and can be utilised to balance the budget in the short term but this must be as a last resource and with the size and scope of funding shortfalls over the next four years would soon be exhausted.
- 35 The use of reserves to balance the budget is not a sustainable position and is only recommended where there is a need to smooth in more sustainable budget solutions.
- 36 At this stage of the planning cycle for MTFP(14) the following areas are presented for consideration by Cabinet:
- (a) an update on the development of the 2024/25 budget since the 12 July 2023 MTFP(14) report to Cabinet;

- (b) an update on the MTFP(14) savings plans previously forecast for the period 2024/25 to 2027/28;
- (c) a range of additional savings plans to augment the savings proposals considered and agreed by Cabinet in July which are recommended for inclusion in the MTFP(14) plans and for these to be consulted on to assist in balancing budgets.

Review of MTFP Forecasts

- 37 The financial outlook for the Council continues to be extremely challenging. Prior to the pandemic the national finances were in a reasonably healthy state for the first time in ten years. The impact of the pandemic upon the national finances however alongside the impact of the Governments response to the cost of living crisis is forecast to have long term impacts on the flexibility for increases in expenditure across the public sector.
- 38 Local authorities continue to lobby strongly for a long term sustainable financial settlement, but it is becoming less likely that this will occur in the short term due to ongoing uncertainty in the national finances linked to the ongoing impacts of the pandemic, Brexit, and the inflationary impact of the crisis in Ukraine.
- 39 A number of local authorities across the country have either published or referenced that they may shortly need to publish Section 114 notices, with several more expected to in the coming months. A number of these announcements have been made by local authorities who are simply running out of funding to finance core services and not related to governance failures or risky commercial decisions.
- 40 Durham County Council currently has sufficient financial resilience, a strong track record of prudent financial management and sufficiently robust budget and MTFP planning processes such that we are not, at least at this stage, in danger of the Corporate Director of Resources having to consider issuing a Section 114 notice. That said, the financial challenges in 2025/26 and beyond are immense based on the current forecasts and if the council does not address these challenges in a planned way then the position could change rapidly.
- 41 It is hoped that central government heed these warnings from the sector and provide additional core funding to local government beyond the sums already indicated which are not suffice to cover the pressures faced.
- 42 The assumptions underpinning the development of MTFP(14) continue to be reviewed. This has resulted in a number of significant changes to the core financial planning assumptions for 2024/25 and in future years as well as consideration of increased costs and demand increases specifically

linked to the impact of high levels of inflation. The key adjustments and major areas for consideration are detailed below:

(a) Revenue Support Grant (RSG) / Fair Funding Review

The assumed increase in RSG in 2024/25 has been increased from 6% to 6.5%. CPI at the end of July fell to 6.8% and is forecast to be in this region at the end of September with the uplift in RSG for 2024/25 being based upon the CPI rate at the end of September. The revised assumptions benefit the forecasts by £240,000 of additional grant income next year.

(b) Market Sustainability Improvement Grant

In late July the government announced additional specific grant funding of £365 million for 2023/24 (the council will receive an additional £4 million of MSIF funding in 2023/24), falling to an additional £205 million for 2024/25, of which it is forecast the council will receive circa £2.3 million next year. This additional funding has been assumed to be non-recurrent and will be removed in 2025/26. This funding is to support the adult social care sector especially in relation to workforce support and as such will come with additional spending requirements.

(c) Business Rates, Section 31 Grant and Top Up Grant inflation uplift

In line with revised assumptions made on RSG uplifts, the assumed CPI uplift on Business Rates/S31/Top Up Grant funding has been increased to 6.5%. The revised assumptions benefit the forecasts by £800,000 of additional grant income next year.

(d) Council Tax Taxbase

Taxbase growth has slowed down significantly in recent months – due to a combination of lower than forecast new house completions and an increase in discounts and exemptions as interest rates have increased and the economy has slowed. This position was demonstrated by the quarter one 2023/24 forecast of outturn, where a c£2 million deficit is forecast on the Council Tax Collection Fund to 31 March 2024.

The assumptions for taxbase growth have been reduced in both the 2024/25 and 2025/26 financial years to just £0.5 million in each year. The impact of the revised assumptions is a reduction in resources available of £1.8 million in 2024/25 and £1.375 million in 2025/26 – a total adverse impact of £3.175 million across the MTFP(14) planning period.

(e) **Business Rate Taxbase**

The July 2023 Cabinet report included a forecast for business rate taxbase growth of circa £1.8 million 2024/25 and £0.5 million per annum thereafter. These forecasts have been updated taking into account appeals received and resolved alongside updated assessments of future appeals and forecasts for business rates growth over the coming years, particularly from the new developments at Milburngate, Integra 61 and at Tindale Crescent in Bishop Auckland. The review has resulted in an increase in the 2024/25 business rate taxbase forecast from £1.8 million to £2.8 million and for 2025/26 tax base growth from £0.5 million to £1 million. These revised assumptions benefit the forecasts by £1.5 million of additional tax base growth income.

(f) **Pay Inflation**

The July 2023 MTFP(14) report to Cabinet highlighted that the assumption of a 2% pay increase for council staff in 2024/25 could be a risk linked to the concern that inflation may reduce slower than was forecast by the Chancellor of the Exchequer.

The concern in relation to inflation coming down slower than forecast has manifest, however, in addition there is an emerging concern that the National Living Wage(NLW) may increase by circa 10% in April 2024, rather than the 7.1% originally forecast by the Low Pay Commission (see below).

If this is the rate of NLW then the Local Government Employers are likely to consider another 'flat rate' increase on all local authority spinal column points in 2024/25 in order to preserve the pay differential at the bottom end of the national pay spine, which is their over-riding concern.

With this in mind the forecast for the pay increase for 2024/25 has been uplifted from 2% to 4%. This revised assumption doubles the budget pressure in 2024/25 and increases the forecast cost by £5.3 million.

Cabinet will be aware that the pay award is agreed nationally and is largely outside the councils control. Every 1% on the councils pay bill equates to a budget pressure of circa £2.65 million, which is broadly the same as the council tax income generated from a 1% increase in council tax.

(g) **Price Inflation**

Consumer Price Inflation (CPI) forecasts for the financial year are higher than previously forecast with the Bank of England target of

2% not expected to be achieved until early 2025 now. With this in mind the price inflation forecast in the MTFP model for 2024/25 has been increased to 2% from 1.5% adding a £0.8 million budget pressure into 2024/25. Actual inflationary pressures faced are expected to exceed the budget provision, necessitating services to exercise spending restraints and driving value for money to remain within budget.

(h) **CPI Uplift impact upon adult care fees**

The July 2023 MTFP(14) Cabinet report assumed that the NLW would increase to £11.16 in April 2024, based upon the Low Pay Commission March 2023 report.

The March 2023 report identified that if national median wages increased at the top end of their expectations then the NLW increase could be as high as £11.43, rather than £11.16, which is an increase of 9.69%.

Recent reports on the increase in national median wages of 7.8% per annum or 8.5% if bonuses are included is coming out at the top end of the Low Pay Commission expectations. With this in mind our forecasts of adult social care fee uplifts, which are heavily based upon the annual NLW increase, have been reforecast based upon a 9.69% increase in the NLW from April 2024.

This increase in the forecast NLW has increased the forecast contract uplift pressure by £2.4 million.

In total, forecast base budget pressure from social care fees for residential, nursing and home care services, which are largely driven by expected increases in the National Living Wage next year, is £17.8 million next year.

The income generated from a 2% adult social care precept would be circa £5.3 million, less than a third of this budget pressure alone.

(i) **Energy Price Increases**

The July MTFP(14) Cabinet Report forecast a £2.6 million reduction in the 2024/25 energy budget followed by £0.75 million reductions in the two following years as energy prices gradually reduced.

Based on the most recent NEPO updates it is now forecast that the energy budget reductions in 2025/25 and 2026/26 can be accelerated into 2024/25, with a £4.6 million reduction now being applied in 2024/25.

This adjustment benefits 2024/25 by £2 million but only benefits the overall MTFP forecasts by £500,000 due to it largely being a reprofiling issue

(j) **Loss of School SLA Income**

For a number of years, the academisation of more and more schools has created both an opportunity and a threat in terms of our ability to sell services and attract SLA income. The ability to absorb the loss of such income is creating significant budget pressures in a number of service areas. Variable costs incurred in the provision of services can be reduced as SLA's are lost but it is becoming impossible to reduce fixed costs.

With this in mind a £300,000 per annum pressure for loss of SLA income to offset these pressures is built into each year of MTFP(14) based upon compensating services for 50% of any income lost going forward.

(k) **Housing Benefit Subsidy Shortfall**

Cabinet will recall that a £2 million budget pressure was factored into the July MTFP(14) update report linked the difference between the escalating costs of temporary accommodation and for supported housing vs the grant the council can reclaim from the Department for Works and Pensions.

The quarter one forecast of outturn report considered by Cabinet on 13 September 2023 indicated that the HB subsidy shortfall will be c£3.2 million in 2023/24.

On the basis of work being undertaken to address temporary accommodation it is estimated that the budget adjustment required next year will be circa £2.6 million, which is £600,000 higher than the figures included in the previous MTFP(14) forecasts.

(l) **Treasury Management – Investment Income and Prudential Borrowing**

Based upon updated forecasts of capital expenditure and cash flow modelling, which establishes the need to borrow and the timing of that borrowing, it is possible to reduce the budget reduction for investment income (which was increased temporarily in 2023/24) in 2024/25 from £3.5 million to £2.5 million pushing the £1 million reduction into 2026/27. This is a timing issue and effectively retains a higher level of budgeted investment income for longer.

It is also possible to push back the £2 million budget uplift for prudential borrowing from 2024/25 into 2025/26 to reflect the latest assumptions on borrowing.

The updated strategy assumes we will be borrowing £100 million in 2024/25 at a rate of 4.5% and a further £200 million in 2025/26 at a rate of 3.75%. Current PWLB 40 year borrowing rates are circa 5.5% - whereas the current weighted average interest paid on existing external loans is 3.11%..

2024/25 Savings Forecast

- 43 Based upon the revised assumptions detailed in this report, the savings requirement for 2024/25 is forecast to be £16.308 million, £8.567 million higher than the position previously reported.
- 44 Although the budget deficit of £16.308 million in 2024/25 is the latest forecast, it should be recognised that this figure could and will likely change before Council ultimately sets the budget on 28 February 2024.
- 45 The MTFP(14) forecasts continue to be predicated on a 4.99% council tax increase being applied in 2024/25 (inclusive of a 2% adult social care precept) with 2.99% increases per annum across the remainder of the MTFP(14) planning period.
- 46 There are £2.332 million of savings approved as part of MTFP(13) that can be delivered in 2024/25, with the savings previously agreed having been reprofiled (bringing forward savings from 2025/26 into 2024/25 for restructuring in the HR Team (c£153k) and in Transactional and Customer Services Team (c£71k) and a saving in relation Internal Audit reprofiled to 2026/27 (c£43k)), and one of the savings proposals (Strategic Car Parking Review) reduced by £74,000 following updated forecasts for this proposal. The updated schedule of previously agreed savings is set out at Appendix 2.
- 47 Cabinet agreed additional savings proposals of £3.7 million for 2024/25 and £6.617 million in total across the MTFP(14) planning period for public consultation at its meeting on 12 July 2023, with public consultation commencing on 3 September 2023. These are set out at Appendix 3.
- 48 The July 2023 MTFP(14) report identified a forecast funding shortfall of £6.2 million for 2024/25 if all the savings to be consulted on were approved by Full Council in February 2024.
- 49 With this in mind service groupings have continued to work on saving plans to help close this forecast funding shortfall. This report provides details of savings plans amounting to £2.909 million over the next four years, with £1.943 million of these savings considered to be achievable in

2024/25, which if agreed would assist in closing the budget shortfall next year.

- 50 These savings plans have been fully assured in terms of delivery with every attempt made to seek to protect front line services as far as possible. The proposed new additional savings plans for next year, with indicative plans for 2025/26 to 2027/28 are attached at Appendix 4.
- 51 If ultimately agreed, the total savings would be £8.0 million in 2024/25 and £15.330 million across the MTFP(14) planning period, reducing the forecast budget deficit / savings shortfall to £8.308 million in 2024/25 and £52.272 million if all savings are approved at Full Council on 28 February 2024.
- 52 If government provide additional funding to local government in the finance settlement for 2024/25, this gap could be reduced and potentially eradicated depending on the level of support provided and whether there are any other budget pressures that emerge.
- 53 It is currently unclear whether and the extent to which any additional funding will be provided. However, there is also a risk that the gap widens if cost pressures, particularly in relation to energy and in looked after children's placement budgets, continue to escalate.
- 54 At this point it is likely the council would need to utilise its reserves once again to balance the budget in 2024/25.

Equality Impact Assessment of the Medium Term Financial Plan

- 55 Consideration of equality analysis and impacts is an essential element that members must take into account when considering the savings plans at Appendix 2 to 4. This section updates Members on the outcomes of the equality analysis of the new MTFP(14) savings proposals set out at Appendix 6, building on information previously considered.
- 56 The aim of the equality analysis process is to;
- (a) identify any disproportionate impact on service users or staff based on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation;
 - (b) identify any mitigating actions which can be taken to reduce negative impact where possible;
 - (c) ensure that we avoid unlawful discrimination as a result of MTFP decisions;

- (d) ensure the effective discharge of the public sector equality duty
- 57 As in previous years, equality analysis is considered throughout the decision-making process, alongside the development of MTFP(13). This is required to ensure MTFP process decisions are both fair and lawful. The process is in line with the Equality Act 2010 which, amongst other things, makes discrimination unlawful in relation to the protected characteristics listed above and requires us to make reasonable adjustments for disabled people.
- 58 In addition, the public sector equality duty requires us to pay 'due regard' to the need to;
- (a) eliminate discrimination, harassment and victimisation and any other conduct that is prohibited under the Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- 59 A number of successful judicial reviews has reinforced the need for robust consideration of the public sector equality duty and the impact on protected characteristics in the decision making process. Members must take full account of the duty and accompanying evidence when considering the MTFP proposals.
- 60 In terms of the ongoing programme of budget decisions the council has taken steps to ensure that impact assessments:
- (a) are built in at the formative stages so that they form an integral part of developing proposals with sufficient time for completion ahead of decision-making;
 - (b) are based on relevant evidence, including consultation where appropriate, to provide a robust assessment;
 - (c) objectively consider any negative impacts and alternatives or mitigation actions so that they support fair and lawful decision making;
 - (d) are closely linked to the wider MTFP decision-making process;
 - (e) build on previous assessments to provide an ongoing picture of cumulative impact.

Impact Assessments for 2024/25 Savings Proposals

- 61 Consideration of equality analysis and impacts is an essential element that members must consider in approving any savings plans. A summary equality analysis and mitigations for the potential MTFP(14) savings included in this report for consideration and consultation can be found at Appendix 6. This section updates Members on the outcomes of the equality analysis of the MTFP (14) savings proposals as they currently stand. Where savings proposals are developed further, then analysis of impacts will be updated and included in the final decision making reports.

Adult and Health Services

- 62 There is a proposal for the removal of a historic contribution towards community alarms in in-house extra care schemes which could potentially impact older and/or disabled residents with an additional small charge. Further work will be carried out with the housing provider and it should be noted that the proposed change in arrangements would ensure equity by bringing the arrangements for the community alarm charges in line with the other three extra care sites in County Durham.
- 63 Remaining proposals for AHS include; a review of commissioned services in view of efficiencies, staffing turnover assumptions and a review of contractual arrangements, for which there is no expected equality impacts.

Children and Young People's Services (CYPS)

- 64 Most proposals for CYPS are at a formative stage and will require further analysis as proposals develop or have no expected equality impact.
- 65 In terms of Home to School Transport, there are potential negative and beneficial impacts in relation to the protected characteristics of disability (SEND), age (younger and working age) and sex (women). A full impact assessment has been carried out as part of Cabinet reporting and decision making processes for this proposal which has been subject to full public consultation. An increase in fare charges for the Standard and Maintained Concessionary scheme aligns with the Bus Service Improvement Plan offer and is 80p lower than the fare proposed as part of the consultation. This should mitigate some of the financial impact for working age families, and potentially (disproportionately), women. Programmes of review have been established for the remaining aspects of home to school transport changes to ensure children and young people have access to safe and sustainable transport and routes.
- 66 Review of the early help model involves the management of vacant posts which could lead to an increased workload for remaining staff who are delivering services for families and young people. However, new

approaches and working practices have evolved to deliver efficiencies. The equality impact assessment will be updated as the proposal progresses to fully assess and monitor impact.

- 67 The review of council nursery provision is a long term review which will minimise impact and allow for careful planning towards a sustainable future which is potentially positive for young children and their families. The government plans for the expansion of free childcare will be phased in over the period from April 2024 to September 2025. The extension of the free (30 hour) childcare support for working parents of children over the age of nine months, will allow opportunities for all four council nurseries to remodel their provision. It is expected that increased volumes of potential children requiring places along with increased funding rates will allow for a financially sustainable model. HR processes will be followed to ensure fair treatment where there is any impact on staff and the equality impact assessment will be updated to reflect this.

Neighbourhoods and Climate Change (NCC)

- 68 NCC savings proposals are at an early stage of development and some require further analysis as proposals progress.
- 69 A fee increase for bulky waste collection is proposed which although impacts all customers, may have a disproportionate impact for disabled and older residents as they may not be able to easily use alternative means of disposing of bulky waste, such as using household waste recycling centres (tips), and may therefore have no option but to pay the cost of receiving this service. The service will continue to provide assisted bulky good collections (e.g., from yard/garden rather than kerbside) for those that require support and/or reasonable adjustments due to a disability.
- 70 A reduction in grant funding for the voluntary and community sector is likely to impact on the protected characteristics in terms of a reduced capacity to support community projects which provide benefit across different groups. However, the level of grant reduction is extremely low and conversations will take place with organisations affected to minimise any adverse impact, such as providing support to secure alternative funding streams.
- 71 An adjustment to funding of Area Action Partnership (AAP) area budgets with a reduction in revenue budget, will be substantially offset by an increase in capital budget. As projects are broad in focus there is likely to be some impact on protected characteristics in terms of a reduced capacity to support projects which support older/younger people, people with disabilities, for example. An increase in capital funding is positive and will better support improvements to community infrastructure and equipment.

The AAPs will work closely with a range of internal and external partners and funders to potentially mitigate in full shortfalls in revenue funding.

- 72 There are proposals to introduce parking charges at Seaham Coast and Crimdon beach, which will impact all car park users with no disproportionate equality impact.
- 73 Any potential staff reductions will be managed through agreed HR procedures, and progression of ER/VR to minimise impact.

Regeneration, Economy and Growth (REG)

- 74 At this stage of equality analysis there is no anticipated equality impact for the majority of REG savings proposals.
- 75 There are several proposals in relation to the car parking review, with a particular focus on Durham City. There is no disproportionate impact on any particular group as the changes will impact across the board, however, mitigations, exemptions and concessions exist for disabled people in particular circumstances. On-street dedicated blue badge bays will remain free and on-street pay and display bays and time limited bays will remain free of charge and without limit of stay for blue badge holders. Some of the proposals may provide a nudge towards more sustainable travel which could be of potential benefit to all in terms of improved health and air quality.

Resources

- 76 There are a range of proposals for Resources, most in relation to service reviews where it is anticipated that process improvements and insight will lead to more innovative service delivery solutions. Fair treatment of staff will be ensured through agreed corporate HR change management procedures, and progression of ER/VR to minimise impact.
- 77 There is a proposal to make Durham County News an online publication, which will affect how we communicate with residents who do not have digital access. Digital exclusion disproportionately impacts the following groups: older residents, people with disabilities and people on low incomes (possibly more women and minority ethnic). Reasonable adjustments will be made for people with disabilities where necessary. Adjustments could include hard copies and/or alternative formats (large print, audio) distributed to those residents who request this as an adjustment. Equality impact will be reviewed and updated as the proposal progresses.

Corporate

- 78 There is potential equality impact across the protected groups for two of corporate savings proposals.

- 79 A proposed 50% reduction in funding over two years for Town and Parish Councils is likely to adversely impact across the protected characteristics as it restricts investment. However, the impact of the grant reduction on individual authorities will be very much determined by the decisions individual authorities make upon increasing council tax. There is an expectation that normal taxbase growth of circa 1% alongside additional tax base income growth from utilising council tax additional flexibilities for empty and second homes will enable the impact of the grant loss to be partially mitigated.
- 80 An overall reduction in Member Budgets will reduce the total investment. This will result in investment being spread across larger populations as the overall number of members reduce and wards become larger. Member budgets cover a broad range of activity therefore there is likely to be some impact on protected characteristics in terms of a reduced capacity to support projects and/or individuals which will impact across the population age ranges although there is potential impact, the level of investment will still remain high with the council Member budgets being higher than the average across the country.

MTFP(14) – 20234/25 to 2028/28 Summary

- 81 The adjustments to the MTFP(14) model have resulted in the following revised forecast across the four year period of the current MTFP:

	Savings Requirement	Less Savings Previously Approved*	Savings Shortfall
	£m	£m	£m
2024/25	16.308	(6.057)	10.251
2025/26	20.432	(3.071)	17.361
2026/27	20.002	(2.784)	17.218
2027/28	10.860	(0.509)	10.351
TOTAL	67.602	(12.421)	55.181
Previous Forecast	56.014	(12.495)	43.519
Difference	11.588	0.074	11.662

* Includes savings agreed in July Cabinet and subject to ongoing consultation (set out at Appendix 3) and updated assessment of previously considered MTFP(13) savings proposals (set out at Appendix 2).

- 82 Assuming the proposals previously considered are implemented, the additional savings required to be developed to balance the budgets over the next four years is estimated to be £55.181 million.
- 83 This report provides details of additional savings plans amounting to £2.909 million over the next four years with £1.943 million of these savings in 2024/25. These savings plans have been assured in terms of delivery with every attempt made to seek to protect front line services as far as possible. The proposed savings plans for next year, with indicative plans for 2025/26 to 2027/28 are attached at Appendix 4.
- 84 If ultimately agreed and delivered, the total savings would be £8.0 million in 2024/25 and £15.330 million across the MTFP(14) planning period, reducing the forecast budget deficit / savings shortfall to £8.308 million in 2024/25 and £52.272 million if all savings are approved at Full Council on 28 February 2024. The table below provides a summary of the position once the new savings proposals at Appendix 4 are factored in:

	Savings Requirement	Less Total Potential Savings	Shortfall
	£m	£m	£m
2024/25	16.308	(8.000)	8.308
2025/26	20.432	(3.433)	16.999
2026/27	20.002	(3.046)	16.956
2027/28	10.860	(0.851)	10.009
TOTAL	67.602	(15.330)	52.272

- 85 The realisation of an additional £67.602 million of savings across the MTFP(14) planning period will have resulted in the Council being required to save circa £328 million from 2011/12 to 2027/28.
- 86 The updated MTFP(14) Model, factoring in the savings outlined at Appendix 2 to 4, is attached at Appendix 5.

Risk Assessment

- 87 There is significant uncertainty and a wide range of financial risks that need to be managed and mitigated across the short, medium and longer term. The risks faced are exacerbated by the council's responsibility for business rates and council tax support. All risks will be assessed continually throughout the MTFP(14) planning period. Some of the key risks identified include:
- (a) ensuring the achievement of a balanced budget and financial position across the MTFP(14) period – including balancing the Councils appetite to take decisions to increase council tax vs increase potential cuts to service provision;

- (b) ensuring any savings plans are risk assessed across a range of factors e.g., impact upon customers, stakeholders, partners, and employees and that there is appropriate management oversight on the delivery of those savings to ensure they are delivered and realise the financial returns expected;
- (c) the outcome of the government's Fair Funding Review which is expected to be consulted upon during the next two years with the earliest implementation now being 2026/27. Any implementation could result in significant changes to the distribution of government funding, however, at the same time there was expectation of a business rate reset in 2023/24 as part of Business Rate Retention (BRR). This did not progress due to the delay in the implementation of the FFR. It would appear unlikely that a business rate reset will be implemented until the FFR is progressed. The council would expect to be a beneficiary of any business rate reset as business rate income growth in the county has been lower than the national average since the implementation of BRR in 2013/14;
- (d) the localisation of council tax support which passed the risk for any increase in council tax benefit claimants onto the council. Activity in this area will need to be monitored carefully with medium term projections developed in relation to estimated volume of claimant numbers. The coronavirus pandemic resulted in a reduction in the council tax base for the first time since the council took on responsibility for council tax support;
- (e) the council retains 49% of all business rates collected locally but is also responsible for settling all rating appeals. Increasing business rate reliefs and the revised 'check and challenge' appeals process continue to make this income stream highly volatile and will require close monitoring to fully understand the implications upon MTFP(14);
- (f) the impact of future increases in inflationary factors such as the National Living Wage and pay awards, which will need to be closely monitored. This risk has escalated since the Cabinet considered the MTFP update in July, which is why the assumed pay award in 2024/25 has been increased to 4%. The risk is not fully mitigated however, and there is still a risk that this will not be sufficient. Every 1% adds £2.65 million to the councils pay bill – increasing the funding gap that needs to be bridged to balance the councils' budget;
- (g) the council continuing to experience increases in demand for social care services – particularly children's social care – and for home to school transport, where 70% of the existing contracts are subject to procurement from September 2023. Although some allowance is made for demand increases across the MTFP(14) period this issue will need to be closely monitored as experience in recent years has

been that pressures in looked after children and home to school transport budgets in particular have exceeded the prudent estimates included in previous MTFP planning rounds;

- (h) the funding position for the High Needs Dedicated Schools Grant. It is hoped that the government fully recognises this pressure as part of future financial settlements and that costs can be contained within the grant provided going forward, as was the case in 2022/23 for the first time in seven years;
- (i) it is still not possible to be fully clear at this point as to any long-term impact from the coronavirus on council costs and income, though a budget adjustment is proposed with regards to leisure centre income levels based on experience over the last two years and forecasts for the shortfall that will materialise again this year. This will continue to be closely monitored with any ongoing impact needing to be built into future MTFP plans;
- (j) the impact of requirements associated with the health and social care reforms in from October 2025.

Conclusion

- 88 The council continues to face significant financial uncertainty for the MTFP(14) planning period, covering the financial years 2024/25 to 2027/28. The uncertainty relating to future government financial settlements is exacerbated by the ongoing impact of demand for services and inflation including increases in the national living wage, social care pressures alongside enduring pressures in our looked after children's placement budgets.
- 89 The proposed new additional savings attached at Appendix 4 will be subject to consultation via our existing County Durham Partnership networks during October and November. This will include the fourteen Area Action Partnerships (AAPs) and the thematic partnerships that support the County Durham Partnership. The outcome of this consultation, together with greater certainty around the local government finance settlement, will inform final budget decisions in February.
- 90 The MTFP forecasts at this stage would indicate a budget gap next year even if all the savings identified for 2024/25 are ultimately taken. The council will be required potentially to utilise reserves to balance its budget next year.
- 91 The application of reserves to balance the budget is not a sustainable solution to the financial challenges we face. Whilst the review is undertaken and until there is greater clarity, the programmes and projects funded from a range of earmarked reserves will need to be paused at this time.

92 Planning will continue in relation to the identification of further savings to enable future years budgets to be balanced, which alongside the review of reserves currently underway will ensure the Council is well placed to respond to the financial forecasts as they are firmed up over the coming months.

Other useful documents

- Medium Term Financial Plan (13), 2023/24 to 2026/27 – Report to Council 22 February 2023
- Medium Term Financial Plan (14), 2024/25 to 2027/28 – Report to Cabinet 13 July 2023

Author(s)

Jeff Garfoot

Tel: 03000 261946

Gordon Elliott

Tel: 03000 263603

Appendix 1: Implications

Legal Implications

The council has a statutory responsibility to set a balanced budget for 2024/25. It also has a fiduciary duty not to waste public resources.

Finance

The report highlights that at this stage savings of £16.308 are required to balance the 2024/25 budget, with £67.602 million of savings required across the next four years.

There are £2.332 million of savings approved as part of MTFP(13) that can be delivered in 2024/25, with the savings previously agreed having been reprofiled and reviewed. The updated schedule of previously agreed savings is set out at Appendix 2.

Cabinet agreed additional savings proposals of £3.7 million for 2024/25 and £6.617 million in total across the MTFP(14) planning period for public consultation at its meeting on 12 July 2023, with public consultation commencing on 3 September 2023. These are set out at Appendix 3.

The report sets out new additional saving plans amounting to £2.909 million over the next four years, with £1.943 million of these savings considered to be achievable in 2024/25, which if agreed would assist in closing the budget shortfall next year. These savings plans are set out at Appendix 4.

If ultimately agreed, the total savings would be £8.0 million in 2024/25 and £15.330 million across the MTFP(14) planning period, reducing the forecast budget deficit / savings shortfall to £8.308 million in 2024/25 and £52.272 million if all savings are approved at Full Council on 28 February 2024.

These savings plans have been fully assured in terms of delivery with every attempt made to seek to protect front line services as far as possible.

If government provide additional funding to local government in the finance settlement for 2024/25, this gap could be reduced further. However, there is also a risk that the gap widens if cost pressures continue to escalate.

The council is therefore likely to be required to utilise reserves to balance its budget next year.

The MTFP Support Reserve balance at 31 March 2023 was £36.996 million, however, £10.028 million was utilised to balance the 2023/24 revenue budget, leaving an unallocated balance of £26.968 million available to support MTFP(14).

The use of reserves to excessive levels to balance budgets is not a sustainable long term budget strategy.

Consultation

Consultation on the 2024/25 budget and MTFP(14) begun in September with a range of meetings with the fourteen AAP's and with a public consultation and online surveys available via the Councils website.

Additional consultation will take place with AAP's and partners in relation to the new savings proposals included in this report during October and November. This will include the fourteen Area Action Partnerships (AAPs) and the thematic partnerships that support the County Durham Partnership.

The Corporate Overview and Scrutiny Management Board will continue to provide scrutiny of the MTFP(14) and budget setting process.

Equality and Diversity / Public Sector Equality Duty

Under section 149 of the Equality Act 2010 all public authorities must, in the exercise of their functions, "have due regard to the need to" eliminate conduct that is prohibited by the Act. Such conduct includes discrimination, harassment and victimisation related to protected characteristics but also requires public authorities to have due regard to the need to advance equality of opportunity and foster good relations between persons who share a "relevant protected characteristic" and persons who do not. This means consideration of equality analysis and impacts is an essential element that Members must take into account when considering these savings proposals.

The report contains summary details of the impact assessment that has been undertaken on the proposed savings, which is set out in more detail at Appendix 6.

Climate Change

The council budget will be developed to provide resource to enable the council to meet the requirements set out in the council's Climate Change Emergency Response Plan.

Human Rights

Any human rights issues will be considered for all proposals agreed as part of MTFP(13).

Crime and Disorder

None

Staffing

In terms of the new MTFP(14) savings plans set out at Appendix 4 it is forecast that these would result in a reduction in fte of 20.7 if all savings were approved.

Taken together with the estimated workforce implications of the proposals agreed in July for consultation (set out at Appendix 3 – 31.5 fte) and the MTFP(13) previously agreed proposals (set out at Appendix 2 – 41.9 fte) total forecast reduction in fte if all savings are approved would be 93.1 fte.

The staffing / HR implications arising from the action that will need to be taken to meet the £52.272 million shortfall over the next four years should these estimates prove accurate and the savings proposals outlined are fully delivered are yet to be determined and will need to be outlined in future reports for MTFP(14) and beyond.

Accommodation

Medium Term Financial Plan (MTFP) savings of £275,000 were previously factored into MTFP12 from the expected move to the new HQ and closure/demolition of the existing County Hall building at Aykley Heads.

Risk

The Council is continuing to operate in a period of significant financial uncertainty. When the 2023/24 budget was approved on 22 February 2023, the council was concerned about the ongoing and consequential impact of high levels of demand for services and historic high levels of inflation. These concerns still remain.

Prudent financial planning assumptions have been made in terms of forecasting the base budget pressures the council will face over the coming years. The underpinning rationale is explained in detail in the report and a range of key risks and issues is set out in the body of the report.

The savings plans attached at Appendix 2 to 4 have been assured in terms of delivery with every attempt made to seek to protect front line services as far as possible.

The report includes details of the impact assessments and key risks associated with the additional new savings proposals included at Appendix 4, building on information provided on the savings detailed in previous reports.

Procurement

None

SAVINGS APPROVED IN MTFP (13)

Adult and Health Services

Savings Proposal	Description	2024/25	2025/26	2026/27	TOTAL
		£	£	£	£
Commissioned Services - Efficiencies	Review of contractual arrangements across Adult and Health Services	50,000	50,000	50,000	150,000
Market Shaping - Reablement & Direct Payments	Maximising use of reablement and direct payments to promote independence for service users	50,000	250,000	300,000	600,000
High Cost Learning Disability Care Packages	Review of specialist/high cost care provision across learning disability services	210,000	210,484	0	420,484
Review of Non-Assessed Community Based Services	Review of non-assessed community-based commissioned services	101,283	93,000	0	194,283
Extra Care Cleaning	Review of cleaning provision in extra care schemes	8,000	0	0	8,000
Total - Adult and Health Services		419,283	603,484	350,000	1,372,767

Children and Young People

Savings Proposal	Description	2024/25	2025/26	2026/27	TOTAL
		£	£	£	£
Review of Support Services	Delivering resource efficiencies in the provision of non frontline services through greater automation of tasks and simplifying systems.	0	210,000	0	210,000
New approach to delivering One Point activities	Planned reduction in physical activities held in centres with increased use of technology and virtual services for Families, which support the new work on development of Family Hubs	50,000	50,000	0	100,000
Early help, Inclusion and Vulnerable Children Services review	Achieving efficiencies within Early Help services through turnover of staff, reviewing deployment of staffing resources and use of non council funding to support activity	41,000	84,000	84,000	209,000
Cross Service Accommodation	Streamlining the use of Council staff accommodation to achieve savings in maintenance and running costs.	50,000	71,000	100,000	221,000
Restructure of Adult Learning Service	Changes to the Councils Adult Learning Service to align to the future direction of Education, Employment and Training opportunities for disadvantaged Young People	100,000	70,000	0	170,000

Reductions in Mileage	Efficiencies in staff mileage budgets as a result of the greater use of technology and new ways of working	100,000	0	0	100,000
Reduction in Historic FE Liabilities	Planned reduction in Service Pension liabilities	10,000	0	0	10,000
Total - Children & Young People Services		351,000	485,000	184,000	1,020,000

Neighbourhood and Climate Change

Savings Proposal	Saving Description	2024/25		2025/26		2026/27		TOTAL	
		£		£		£		£	
Review of Community Protection Structure & Income Generation	A restructure of the service will deliver efficiency savings along with some income generation opportunities	110,000		145,000		0		255,000	
Review of AAPs	Savings to be identified following a review of accommodation and running costs of Area Action Partnerships	61,250		0		0		61,250	
TOTAL - NCC		171,250		145,000		0		316,250	

Regeneration, Economy and Growth

Savings Proposal	Saving Description	2024/25		2025/26		2026/27		TOTAL	
		£		£		£		£	
Strategic Car Park Review	A review of parking arrangements and tariffs across the county to allow a more equitable charging regime	205,000		0		0		205,000	
Moving vehicle/Bus Lane enforcement income.	Introduction of camera enforcement intended to address moving traffic offences, and to increase compliance at existing Framwellgate Moor bus lane restrictions	0		0		30,000		30,000	
Increase surplus rental income on commercial properties	Additional rental income generated from commercial properties managed by Business Durham	0		48,438		0		48,438	
Theatre ticketing – introduce dynamic pricing	A revised approach to how and when tickets are sold to increase income and offer customers more choice	30,000		0		0		30,000	
Theatre Marketing - contract out	Contracting out design, print and brochure production	7,000		0		0		7,000	
Library Transformation including Seventhills Lease	Review of built service offer with regard to co-location opportunities, delivery models and tech solutions	105,000		0		0		105,000	

Library Transformation - Clayport Library Restructure & Remodel	Remodel and update the library to create a high quality environment to meet modern public requirements	200,000	0	0	200,000
Planning Income Volumes	Increase budget for planning fees income to reflect higher levels of planning applications in recent years	100,000	0	0	100,000
Service Review of Catering, Cleaning & Facilities Management	Service efficiencies from catering, cleaning and facilities management through strategic service review including commercial opportunities, opening hours, levels of service etc	0	90,000	95,000	185,000
Review of Office Accommodation - New HQ operating costs	Saving in running costs generated from the move from County Hall	0	0	275,000	275,000
TOTAL - REG		647,000	138,438	400,000	1,185,438

Resources

Savings Proposal	Description	2024/25		2025/26		2026/27		TOTAL	
		£		£		£		£	
Review of Corporate Policy Planning and Performance Team	Review and restructure of the Strategy Team	75,473	0	0	0	0	0	75,473	0
Review of HR and Employee Services and Training budgets	Review and restructure of the HR and Employee Services Team and Efficiencies in Training budgets through digitisation of learning	152,892	0	0	86,940	0	0	239,832	0
Review of Business Support (administration)	Review and restructuring of the Business Support service	150,000	0	0	517,000	0	0	667,000	0
Review of Internal Audit and Insurance	Review and restructure of Internal Audit and Risk, including a review of services to external clients to generate additional income	10,433	0	0	43,000	0	0	53,433	0
Review of Corporate Finance and Commercial Services	Review and restructure focussing on management posts	41,000	0	0	0	0	0	41,000	0
Review of Legal Services	Review and restructuring of Legal Services Team	0	0	0	127,640	0	0	127,640	0
Review of Legal and Democratic Services non employee budgets	Review / Reduction of Non Staffing Budgets	0	0	0	12,000	0	0	12,000	0
Review of Digital Services	Review and restructure of Digital Services Team	0	0	164,011	0	0	0	164,011	0
Review of Digital Services non employee budgets	Review / Reduction of Non Staffing Budgets	65,000	0	65,000	0	0	0	130,000	0
Review of Charging for Deputee and Appointee Team	Introduction of charging in line with arrangements in place in other authorities	80,275	0	0	0	0	0	80,275	0

Review of Transactional and Customer Services non employee budgets	Review / Reduction of Non Staffing Budgets (including income budgets)	0	0	102,120	102,120
Review of Customer Services	Review of Customer Access Point provision and service model in line with changing customer demands	68,500	0	0	68,500
Review of Transactional and Customer Services	Review and restructure of Transactional and Customer Services Team through Introduction of new systems, process review and new ways of working	99,643	48,728	0	148,371
TOTAL - RESOURCES		743,216	277,739	888,700	1,909,655
TOTAL COUNCIL SAVINGS FOR MTFP (13)		2,331,749	1,649,661	1,822,700	5,804,110

JULY 2023 CABINET SAVINGS - OUT FOR CONSULTATION

Savings Proposal	Description	2024/25	2025/26	2026/27	2027/28	TOTAL
		£	£	£	£	£
Staffing - Turnover	Targeted 3.75% staff turnover assumption to be extended to further service areas.	67,000	-	-	-	67,000
Service Provision to Other Bodies	Targeted review of contractual arrangements	50,000	-	-	-	50,000
Community Alarms - Contribution Removal	Removal of historic council contribution towards community alarms in in-house extra care schemes	43,000	-	-	-	43,000
Commissioning Efficiencies	A saving in MTFP(13) for £50k in each of the years 24/25, 25/26 and 26/27 can be accelerated into 24/25 and increased to £0.5 million in total	450,000	(50,000)	(50,000)	-	350,000
ADULT AND HEALTH		610,000	(50,000)	(50,000)	-	510,000
LCTR Grant to Town and Parishes	The grant payments to T&PCs in 2023/24 is forecast to be £1.5 million. The council is one of a few across the country and the only one in the north east that still pays a grant to T&PCs iro LCTR tax base impacts. There are no council tax capping requirements for Town and Parish councils. Consideration to reduce the grant by 50% over a two year period.	375,000	375,000	-	-	750,000
General Contingencies	If there is confidence that high risk revenue budgets can be managed within budget during 2023/24 then consideration could be given to reducing the general contingency budget to £1.5 million	500,000	-	-	-	500,000
Members Budgets	It is expected that the number of members will reduce from 126 to 98 from May 2025. After reviewing member allowance levels to reflect the overall increase in member numbers it is forecast that a saving will be realised from total member related budgets	-	165,000	35,000	-	200,000
CORPORATE		875,000	540,000	35,000	-	1,450,000
Corporate Affairs -Structure and vacancies	Review of Current Structure in the Team	160,000	-	-	-	160,000
Comms & Marketing - Durham County News	Move to online with one printed version	100,000	-	-	-	100,000
CORPORATE AFFAIRS		260,000	-	-	-	260,000
Home to School Transport	Review of Systems, Costs and Policies in relation to Home to School Transport	50,000	200,000	350,000	400,000	1,000,000
Reduction in Historic FE Liabilities	Planned reduction in Service Pension liabilities	100,000	100,000	100,000	100,000	400,000
Review of Music Service	Review of current model of delivery, including overheads, pricing policy and accommodation.	60,000	40,000	-	-	100,000
Review of Early Years service	To consider the delivery of EY services across CYPS	200,000	-	-	-	200,000
Fees and charges	Review of fees and charges across CYPS	50,000	50,000	-	-	100,000
Review of Safeguarding approach	Development of Family Help approach in line with national reform programme	70,000	-	-	-	70,000
Review of Early Help model	Removal of vacant posts and gradual change in service offer linked to Family Hubs	250,000	-	-	-	250,000
CHILDREN AND YOUNG PEOPLE		780,000	390,000	450,000	500,000	2,120,000
Increase in Fees & Charges in Community Protection	Increases to existing charges and some new charges will also be introduced where possible	50,000	50,000	50,000	-	150,000
Increased income in Highways	Increases would relate to licensing income and developer contributions	215,000	-	-	-	215,000
Reduction in PACE contributions	Reduce contributions to outside bodies	6,000	-	-	-	6,000
Increase in Fees and Charges within Environmental Services	Increases would relate to Refuse & Recycling, Fixed Penalty Notices, and Durham Crematoria surplus	235,000	100,000	90,000	-	425,000
Review of Neighbourhood Protection	Identification of efficiencies within Neighbourhood Protection	-	-	180,000	-	180,000
NEIGHBOURHOOD AND CLIMATE CHANGE		506,000	150,000	320,000	-	976,000
Strategic Traffic	Increase advertising revenue	25,000	-	-	-	25,000
Strategic Traffic	Additional traffic management / enforcement	25,000	-	-	-	25,000

Savings Proposal	Description	2024/25	2025/26	2026/27	2027/28	TOTAL
Economic Development	Re-charge revenue posts delivering Towns and Villages to capital	50,000	-	-	-	50,000
Planning & Housing (All)	Zero based review of service budgets	145,092	-	-	-	145,092
Development Management & Spatial Policy	Deletion of Current Vacancies (4.5FTE's)	190,000	-	-	-	190,000
Culture	Asset Transfer of Blackhill Park Lodge	13,000	-	-	-	13,000
REGENERATION AND ECONOMIC GROWTH		448,092	-	-	-	448,092
Corporate Finance and Commercial Services - Review of Service Structures	A review of roles in Corporate Finance is expected to enable a post reduction and the more effective use of Oracle is expected to enable a reduction in the resource requirement in the Capital/Systems /Commercial Team. In addition our new commercial developments are expected to reduce which could provide an opportunity to review resources. Once Oracle has been rolled out into schools a review of resource can be undertaken and with more effective working across the Team a reduction in resource could be reasonably be expected.	100,000	150,000	-	-	250,000
Legal and Democratic Services - Non-staffing reductions	The Council continues to undertake insurance work in-house which is funded from base budgets. There is an opportunity to recharge the costs (£47,192) of this work to the Insurance Fund. In addition the service has a small, combined training/conference fees & seminars budget of £9,000.	47,192	-	-	9,000	56,192
Digital Services - Further Review of Service Structures	Review of service structures	-	202,000	-	-	202,000
Transactional and Customer Services - Customer Feedback Review	Customer Feedback and Investigation Process Review with savings aligned to the implementation of process and technology improvements that focus on reductions in demand and increased capacity, without limiting the ability to meet statutory guidelines.	-	40,985	-	-	40,985
Transactional and Customer Services - Service Review	Review of service processes and structures and implementation of a new operating model to support innovation, new ways of working, increased capacity to meet changing levels of demand and effective delivery of strategic and corporate objectives	-	-	206,193	-	206,193
Internal Audit, Risk, Corporate Fraud and Insurance - Review of Recharges	Budget review has identified the potential to recharge cost of claims handling to Insurance Fund—generating a c£99k saving	99,000	-	-	-	99,000
RESOURCES		246,192	392,985	206,193	9,000	854,370
TOTAL SAVINGS		3,725,284	1,422,985	961,193	509,000	6,618,462

ADDITIONAL MTFP(14) SAVINGS

OCTOBER 2023

Savings Proposal	Description	2024/25	2025/26	2026/27	2027/28	TOTAL
		£	£	£	£	£
Review of council nursery provision	Review of provision of early years and council run nursery services	-	-	-	150,000	150,000
CHILDREN AND YOUNG PEOPLES						
Review of AAP Area budgets	Adjustment to funding of AAP area budgets with a reduction in revenue budget, partially offset by an increase in capital budget	224,000	-	-	-	224,000
Neighbourhood Protection review	Review of the neighbourhood protection service	-	-	-	180,000	180,000
Review of Allotments	Review of maintenance and fees for council retained allotment sites	11,750	11,750	11,750	11,750	47,000
Alternative funding of Highways staff	Utilise Capital and additional external income to part fund Highways staff	200,000	-	-	-	200,000
Review of Local Networks	Review of the Local Network model, taking into account the ongoing Boundary Commission review of the County Council's Elected Member boundaries	-	250,000	250,000	-	500,000
Restructure in PACE	Staffing review within PACE	75,000	-	-	-	75,000
Development Management and Spatial Policy	Increased Fee Income	100,000	-	-	-	100,000
Income generation at Coastal Destinations	Additional income generation opportunities including introduction of car parking charges at Seaham and Crimdon	462,100	-	-	-	462,100
NEIGHBOURHOOD AND CLIMATE CHANGE						
Catering review	Review of service to ensure it is cost neutral	100,000	100,000	-	-	200,000
Durham City Car Parking	Strategic Review of Car Parking in Durham City including on and off street parking tariffs and Park and Ride provision on Sundays to address air quality and promote sustainable travel - with the retention of targeted interventions / promotions at Christmas etc	420,600	-	-	-	420,600
Countywide Car Parking	Removal of Free After 2 Parking Initiative for off-street parking and replacement with targeted interventions including at christmas	350,000	-	-	-	350,000
REGENERATION AND ECONOMIC GROWTH						
		870,600	100,000	261,750	341,750	970,600
TOTAL SAVINGS		1,943,450	361,750	261,750	341,750	2,908,700

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Medium Term Financial Plan - MTFP(14) 2024/25 - 2027/28 Model

	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000
Government Funding				
Revenue Support Grant (6.5%/0%/0%/0%)	-2,140	0	0	0
Social Care Grant	-7,800	0	0	0
Better Care Fund - ASC Discharge Grant	-2,800	0	0	0
Market Sustainability and Improvement Grant	-5,500	2,300	0	0
BCF Inflation	-1,500	0	0	0
New Homes Bonus grant reduction	1,860	0	0	0
Services Grant reduction	120	0	0	0
B Rates/S31 - S31 Adj & CPI increase (6.5%/1.5%/1.0%/1.0%)	-5,800	-1,375	-933	-950
Top Up - CPI increase (6.5%/1.5%/1.0%/1.0%)	-4,800	-1,175	-793	-803
Other Funding Sources				
Council Tax Increase (4.99%/2.99%/2.99%/2.99%)	-13,350	-8,400	-8,650	-9,000
Council Tax Base increase	-500	-500	-1,950	-2,025
Council Tax Premiums - Empty and Second Homes	-900	-650	0	0
Business Rate Tax Base increase	-2,800	-1,000	-500	-500
Estimated Variance in Resource Base	-45,910	-10,800	-12,826	-13,278
Pay Inflation (4%/1.75%/1.5%/1.5%)	10,600	4,725	4,125	4,200
Pay Inflation 23/24 Shortfall (Average of 6.5%)	3,711	0	0	0
Price Inflation (2%/1.5%/1.5%/1.5%) - no social care fees	3,100	2,400	2,500	2,650
Base Budget Pressures				
Social Care Fee Uplift - includes NLW and CPI	17,800	4,600	7,100	7,300
Better Care Fund - New Spending Requirements	2,800	0	0	0
Adults Charging Reforms - Excl FCoC	0	1,750	1,750	0
National Living Wage Other Service Areas	400	0	0	0
Pension Fund Revaluation	0	0	1,000	0
Energy Price Increases	-4,600	0	0	0
Adults Demographic Pressures	0	1,000	1,500	1,500
Adults Supported Living - Staffing Ratios	0	0	0	0
Children's Demographic Pressures	8,000	5,000	4,400	3,200
Tees Valley SPV Set Up Costs	0	30	0	0
Vehicle Fleet - Transfer to electric vehicles	0	1,122	2,163	2,288
Community Protection Workforce Development	196	-200	-410	-200
Woodland Protection / Nature Reserves / Public Rights of Way	0	-145	0	0
Temporary Accommodation (Previous Growth Reduction)	-150	-150	0	0
Aykley Heads Cultural Venue (Former DLI Building)	600	0	0	0
Leisure Centre Income	1,000	0	0	0
Aycliffe Secure Income	600	0	0	0
Employability Service - Impact of UKSPF	1,000	0	0	0
Aykley Heads Innovation District	150	0	0	0
Empire Theatre Café	13	0	0	0
Member Support - Service Requests & Enquiries	150	0	0	0
Waste Disposal - New Contract	0	0	3,000	0
Fostering Allowances - national 12.4% uplift	590	0	0	0
Home to School Transport	1,000	0	0	0
Microsoft Licensing	336	0	0	0
Neighbourhoods - Joint Stocks Income Loss	144	0	0	0
Neighbourhoods - Find and Fix	300	0	0	0
School SLA's - Loss of Income	300	300	300	300
Housing Benefit Subsidy Shortfall (Supported & Temp Accom)	2,600	0	0	0
Unfunded Superannuation	0	0	-100	-100
Investment Income	2,500	2,000	2,500	0
Prudential Borrowing	0	8,800	3,000	3,000
General Contingencies	-500	0	0	0
Net Collection Fund Position after 75% Grant applied	-450	0	0	0
TOTAL PRESSURES	52,190	31,232	32,828	24,138
Use of One Off funds				
Adjustment for use of BSR in previous year	10,028	0	0	0
Use of MTFP Support Reserve in year	0	0	0	0
Savings				
Savings Agreed in MTFP(10)	0	0	-275	0
MTFP(13) Savings (Reprofiled)	-2,332	-1,649	-1,548	0
MTFP(14) Savings - July Cabinet	-3,725	-1,422	-961	-509
MTFP(14) Savings - October Cabinet	-1,943	-362	-262	-342
SAVINGS SHORTFALL	8,308	16,999	16,956	10,009
TOTAL SHORTFALL				52,272

STATION ROAD ALLOTMENTS

BALANCE SHEET FOR 2022-2023

INCOME: -

CASH IN HAND/BANK	£ 4363.34
STOCK 2021	£ 7761.09
RENTS	£ 6620.00
TRANSFERS	£ 130.00
GRANT	£ 4000.00
SALES	£ 14215.70

.....
TOTAL £ 37090.13

TOTAL INCOME :- £ 37090.13

TOTAL EXPENSES :- £ 20623.07

TOTAL £ 16467.07

EXPENSES: -

RENTS	£ 2200.00
COMMITTEE	£ 400.00
WATER	£ 2329.42
INSURANCE	£ 102.32
SUPPLIES	£14604.31
REPAIRS	£ 987.02

.....
TOTAL £ 20623.07

STOCK 2022/23 £5637.17

CASH/BANK £10829.89

TOTAL £16467.06

CHAIRMAN: C. Barr

SECRETARY: S. G. G. G.

TREASURER: M. J. J. J.

AUDITOR: E. Hayes