

Horden Parish Council

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

26 January 2024

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 1 February 2024 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 1 February 2024**

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 11 January 2024 (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 that there are no reports.
6. **Cemetery Burial and Income Report 23.12.23 – 22.01.24 (enclosed)** – to receive the information.
7. **Parish Council Financial:**
 - a) **Bank Balances** – to receive balances at 31.12.23.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31.12.2023.
 - c) **Cash Withdrawals and Debit Card Transactions** – to note no transactions to approve.
 - d) **Bank Transfer(s)** – to approve any transfer(s).
8. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
9. **Members/Officers Allowances** – to consider any claims for approval.
10. **Review of Warm Space** – to consider report.
11. **Parish Council Website** – to consider report.
12. **Energy Renewal** – to consider report.
13. **Social Welfare Centre Plaque for Fred Rippon** – to consider report.
14. **Horden Healthy Happy Places Report** – to consider action by Horden Parish Council as a result of the report.



Samantha Shippen
Clerk to the Council
26 February 2024

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 11 January 2024

- Present:** Councillor F Leadbitter (Chairman)
 Councillors T Baldasera, D Gregory, E Laing, W Morrow, W Smith, D Tait, A Turner, J Ward,
 F Winrow and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk).
- HPC** **Apologies for Absence.**
23/24/151 **RESOLVED:** That apologies were **RECEIVED** for Councillor C Cain and **ACCEPTED** for Councillor I Roberts
- HPC** **Declarations of Interest.**
23/24/152 No declarations of interest raised.
- HPC** **Minutes of the Horden Parish Council Meeting held 7 December 2023.**
23/24/153 **RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC** **Public Participation.**
23/24/154 No members of the public were present.
- HPC** **Register of Delegated Decisions.**
23/24/155 There were no delegated decisions to report.
- HPC** **Damage and Incident Report(s).**
23/24/156 The Clerk to the Council updated that the report regarding the damage to Horden Memorial Park gates had been advised by the Police as a Road Traffic Accident, this has been changed to criminal damage, we have received a Crime Incident number following an intervention by the Clerk.
RESOLVED: that Council **NOTE** the reports.
- HPC** **Cemetery Burial and Income Report 23 November to 22 December 2023.**
23/24/157 **RESOLVED:** Council **NOTE** the information.
- HPC** **Parish Council Financial:**
23/24/158 a) **Bank Balances**
RESOLVED: Council **APPROVE** the Bank Balances at 30/11/2023 as £984,940.51 for signature by Councillors W Smith and W Morrow.
- HPC** b) **Finance Report to 31/10/2023.**
23/24/159 **RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report to 30/11/2023.
- HPC** c) **Cash Withdrawal(s) and Debit Card Transactions.**
23/24/160 **RESOLVED:** Council **APPROVE** debit card transaction totalling £168.54.
- HPC** d) **Bank Transfer(s).**
23/24/161 No Transfers to report.
- HPC** **Invoices for endorsement for payment.**
23/24/162 **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £58,479.38 Councillors W Smith and W Morrow to authorise.
- 2024/25 Budget Setting**
- HPC** a) **2024/25 Fees**
23/24/163 **RESOLVED:** to **APPROVE** the fees for 2024/25 except for Horden Together and **ADVISE** the Clerk to negotiate with Tenants and report back to future meeting.
- HPC** b) **Cemetery Fees**
23/24/164 **RESOLVED:** to **APPROVE** the cemetery fees for 2024/25 at 10% increase for residents and 30% for Non-Residents across all budget headings.

- HPC**
23/24/165 **2024/25 Budget**
RESOLVED: to **APPROVE** the budget of gross expenditure of £1,030,567; income of £384,684; resulting in net expenditure and precept of £645,883 which represents an increase to Band D of 2%. and precept request of 2%.
- HPC**
23/24/166 **Members/Officers Allowances.**
No Members/Officers allowances to report.
- HPC**
23/24/167 **2023/24 Internal Audit**
RESOLVED: to **APPROVE** the appointment of Steve Ragg as Internal Auditor for 2023/24 financial year.
- HPC**
23/24/168 **DCC Electoral Arrangements Report**
RESOLVED: Council **NOTE** the report with no response required.
- HPC**
23/24/169 **Horden Healthy Happy Place Report**
RESOLVED: Council **NOTE** the report and request that the item be included in next meeting for further discussion to allow members time to read the report.
- HPC**
23/24/170 **Woodland Creation Planning Grant Consultation**
RESOLVED: Council **NOTE** the consultation and fully support the proposal.
- HPC**
23/24/171 **CDALC President voting notification**
RESOLVED: Council **APPROVE** voting for Mary Foy MP as President of CDALC.
- HPC**
23/24/172 **Royal Garden Parties Nominations**
RESOLVED: Councillor W Smith to be nominated.

Meeting concluded at 7.25pm

Hornden Parish Council Invoices for Payment December 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	16.12.23	Caution Sign	£6.98	BACS
Amazon	18.12.23	Fire Assembly Point Sign	£9.99	BACS
Banner	06.12.23	Labels	£4.06	BACS
Coast Road Karaoke	06.12.23	PA Hire Xmas Tree Lighting	£100.00	BACS
Co-operative Bank	01.12.23	BACS/FD Online Fees 01/11/2023 - 30/11/2023	£69.60	D/D
CDALC	20.12.23	VAT for VAT Registered Councils - MH	£30.00	BACS
Culligan (was Waterlogic)	15.12.23	Water Cooler Rental & Service	£39.37	D/D
DAC Beachcroft Claims Limited	28.12.23	VAT Element Insurance Claim 08/08/2023-27/12/2023 - Memorial Park	£196.80	BACS
Document Solutions	22.12.23	Photocopier Fees December 2023	£72.50	D/D
Go2 Electrical Services	10.11.23	Supply & Fit Tri-Colour Light Panel - SWC	£80.00	BACS
Go2 Electrical Services	01.12.23	Replace damaged socket - Memorial Park	£30.00	BACS
Hornden Heritage Centre & Vintage Tearoom	12.12.23	Christmas Teas (County Cllr Xmas Project)	£1,000.00	BACS
Horns Garden Centre	08.12.23	2 x Rakes - Cemetery	£39.98	BACS
Messrs P Hutchinson & Sons	01.12.23	Bark Chippings	£36.00	BACS
ITC Service	31.12.23	Unifi Security & Office 365 Domain/Hosting/Estate Management & 365 Backup -January	£605.99	D/D
Jon's Joinery - Jon Elsy	22.12.23	Supply & Fit Shelves - SWC	£260.00	BACS
Maddison Carpets	14.12.23	Deposit - Supply & Fit Flooring - Heritage Tearooms	£300.00	313536
Maddison Carpets	14.12.23	Balance - Supply and Fit Flooring - Heritage Tearooms	£2,855.00	313537
Octopus Energy Limited	29.12.23	Cemetery Lodge 24/11/2023 - 28/12/2023	£9.02	BACS
Geo Robinson & Son	30.11.23	2 x Squire Padlocks	£59.90	BACS
Screwfix	08.11.23	2 x 50m Rope	£47.38	BACS
SEFE Energy (was Gazprom)	15.12.23	Gas - SWC 01/11/2023 - 29/11/2023	£756.59	D/D
Select Telecom Limited	30.11.23	Admin Phone Lines/Calls/Internet	£121.60	D/D
Select Telecom Limited	31.12.23	Admin Phone Lines/Calls/Internet	£115.06	D/D
Shell Energy	08.12.23	Welfare House Gas & Electricity	£31.00	BACS
Shoreline Fire Limited	11.12.23	Bi-Annual Service Fire/Emergency Lighting Sunderland Road Pavilion, SWC and Memorial Park	£336.00	BACS
Station Road Allotments	11.12.23	SWC Car Park Repairs	£150.00	BACS
TJ's Heating & Home Improvements	20.12.23	Repair Leak Upper Men's Toilets - SWC	£320.00	BACS
Total Energies	07.12.23	Cemetery Electricity 01/11/2023 - 30/11/2023	£98.75	D/D
Total Energies	07.12.23	Memorial Park Electricity 03/10/2023 - 01/11/2023	£32.02	D/D
Total Energies	07.12.23	SWC Electricity 01/11/2023 - 30/11/2023	£740.48	D/D
Total Energies	07.12.23	Sunderland Road Pavilion Electricity 01/11/23 - 30/11/23	£161.12	D/D
Treasured Memories	14.12.23	Memorial Plaque	£110.34	BACS
Vodafone	20.12.23	Mobile Phones	£67.20	D/D
Wex	31.12.23	Vehicle Trackers	£11.98	D/D
OTHER PAYMENTS				
Co-op Bank	07.12.23	Wages Week 36	£13,029.30	BACS
Co-op Bank	14.12.23	Wages Week 37	£5,037.33	BACS
Co-op Bank	21.12.23	Wages Week 38	£4,469.73	BACS
Co-op Bank	28.12.23	Wages Week 39	£4,470.50	BACS
Durham County Council	18.12.23	Attachment Weeks 32-35	£645.68	313538
Durham County Council	18.12.23	Superannuation Weeks 36-40	£10,145.00	BACS
HMRC	18.12.23	PAYE Weeks 36-40	£11,676.24	313539
Wave	14.12.23	Cemetery Water 11/09/2023 - 10/12/2023 (£37.00 pcm)	£100.89	D/D
Hornden Parish Council DECEMBER 2023 TOTAL			£58,479.38	

Thorpe Road Cemetery Report 25th December 2023 to 25th January 2024

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
G408	FULL BURIAL	YES	£300.00
P48	RE-OPEN	YES	£300.00
M41	RE-OPEN	YES	£300.00
S1	FULL BURIAL	YES	£300.00
S1	ASHES	YES	£300.00
T11	FULL BURIAL	YES	£600.00
J21	FULL BURIAL	NO	£1,800.00
T12	FULL BURIAL	NO	£1,800.00
G589	FULL BURIAL	NO	£900.00
GARDEN C 4	ASHES	NO	£600.00
G653	FULL BURIAL	YES	£300.00
H46	FULL BURIAL	YES	£300.00
		TOTAL	£7,800.00
PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
G408	NEW PURCHASE		£300.00
S1	NEW PURCHASE		£300.00
T11	NEW PURCHASE		£500.00
T12	NEW PURCHASE		£1,500.00
G653	NEW PURCHASE		£300.00
		TOTAL	£2,900.00
SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
		TOTAL	
MISCELLANEOUS			
			FEE
		TOTAL	£0.00
		TOTAL INCOME	£10,700.00

HORDEN PARISH COUNCIL 2023/24

Bank - Cash and Investment Reconciliation as at 31 December 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2023	Current Account	36,919.00
31/12/2023	Public Sector Reserve Account	285.44
31/12/2023	CCLA PUB. SECTOR	891,037.38
31/12/2023	BUSINESS SAVERS ACCOUNT	1,559.20

929,801.02

Other Cash & Bank Balances

179.94

929,980.96

Unpresented Payments

200.00

929,780.96

Receipts not on Bank Statement

0.00

Closing Balance

929,780.96

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	36,719.00
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	891,037.38
5	BUSINESS SAVERS ACCOUNT	1,559.20
	Other Cash & Bank Balances	179.94
	Total Cash & Bank Balances	929,780.96

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 31 December 2023 – accounts on a straight line we should be around 75%. 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	300/350	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
1126 – Photocopier	1	838/1,000	Increased costs		7/12/23
1213 – AL Rents	1	1,435/1,435	Complete for year		11/1/24
1220 - AL Misc	1	39/33	Water pipe fee	Insufficient budgeted	6/7/23
1304 - Cem Council Tax	2	4,642/2,577	X2 fees being charged	Will exceed budget	6/7/23
1311 - Cem Rates	2	1,367/1,594	Front loaded, will even out at end of year		11/1/24
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	11,058/20	Memorial Park insurance repair		7/9/23
1446 – PK Horticulture	3	1,376/1,520	Winter bedding plants purchased		11/1/24
1447 – PK Health and Safety	3	236/250	Legionnaires training		7/12/23
1616 – SWC cleaning	3	919/954	Increased costs		3/8/23
1649 – SWC catering	4	65/50	Additional cups & stirrers	Some re-allocation to Warm Hub needed	6/7/23
1720 – GP Misc	4	346/50	Chairman’s Board update, additional strips and flags		2/11/23
1760 – GP Dog bags	4	1,564/1,600	Additional pallet purchased		2/11/23
1761 – Poppy Wreaths	4	369/184	Wreaths ordered for 2023	Will balance with 1799	7/12/23
1762 – GP Funded projects	4	10,941/1,500	CYO expenditure & Christmas gifts		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
1176 - Precept	1	631,309/631,309	Income received		7/12/23
1196 - Bank Interest	1	19,500/10,000	CCLA dividends increased interest rate		3/8/23
1281 - Inc Allot Rent	1	2,300/2,300	Income received for year		11/1/24
1384 - Inc Cemetery Fees	1	41,610/45,000	Increased fees Non-residents		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	27,926/28,350	DDS invoiced for year/accurate accounting of use in kind		6/7/23
1799 - Inc Poppy Wreaths	4	286/144	Wreaths ordered for 2023	Will balance against 1761 when paid	7/9/23

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 ADMINISTRATION						
1176 PRECEPTS RECEIVED	631,309	631,309	0			100.0%
1177 Council Tax Support Grant	57,991	0	(57,991)			0.0%
1189 INCOME-ADMIN MISC	641	780	139			82.2%
1196 INCOME-BANK INTEREST	19,500	10,000	(9,500)			195.0%
1198 LCTSS GRANT	57,991	115,982	57,991			50.0%
ADMINISTRATION :- Income	767,432	758,071	(9,361)			101.2%
1101 AD-WAGES	63,018	121,498	58,480		58,480	51.9%
1102 AD-EMPLOYERS NI	5,581	11,438	5,857		5,857	48.8%
1103 AD-EMPLOYERS PENSION	12,084	24,300	12,216		12,216	49.7%
1108 AD-STAFF TRAINING	30	0	(30)		(30)	0.0%
1110 AD-ROOM FEES	1,350	1,800	450		450	75.0%
1120 AD-MISCELLANEOUS	30	0	(30)		(30)	0.0%
1121 AD-TELEPHONE/FAX	1,043	1,489	446		446	70.0%
1122 AD-POSTAGE	223	350	128		128	63.6%
1123 AD-STATIONERY	300	350	50		50	85.8%
1125 AD-INSURANCE	14,781	11,687	(3,094)		(3,094)	126.5%
1126 AD-PHOTOCOPIER	898	1,000	102		102	89.8%
1137 AD-PLANT & EQUIPMENT	30	220	191		191	13.4%
1151 AD-BANK CHARGES	558	1,700	1,142		1,142	32.8%
1152 AD-IT FEES	2,504	8,500	5,996		5,996	29.5%
1159 AD-PROFESSIONAL FEES	(1)	10,000	10,001		10,001	0.0%
ADMINISTRATION :- Indirect Expenditure	102,428	194,332	91,904	0	91,904	52.7%
Net Income over Expenditure	665,004	563,739	(101,265)			
102 ALLOTMENTS						
1281 INCOME-ALLOT RENT	2,300	2,300	0			100.0%
ALLOTMENTS :- Income	2,300	2,300	0			100.0%
1213 AL-RENTS	1,435	1,435	0		0	100.0%
1220 AL-MISCELLANEOUS	39	33	(6)		(6)	117.6%
ALLOTMENTS :- Indirect Expenditure	1,474	1,468	(6)	0	(6)	100.4%
Net Income over Expenditure	826	832	6			
103 CEMETERIES						
1383 INCOME-CEM MEMORIAL PLAQUES	350	540	190			64.8%
1384 INCOME-CEMETERY FEES	41,610	45,000	3,390			92.5%
1390 INCOME-MEMORIAL BENCHES	0	1,500	1,500			0.0%
CEMETERIES :- Income	41,960	47,040	5,080			89.2%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1301 CEM-WAGES	55,399	72,336	16,937		16,937	76.6%
1302 CEM-EMPLOYERS NI	4,819	6,778	1,959		1,959	71.1%
1303 CEM-EMPLOYERS PENS	10,803	14,467	3,664		3,664	74.7%
1304 CEM-COUNCIL TAX	4,642	2,577	(2,065)		(2,065)	180.1%
1307 CEM-CLOTHING	0	375	375		375	0.0%
1311 CEM-RATES	1,367	1,594	227		227	85.8%
1312 CEM-WATER	441	3,131	2,690		2,690	14.1%
1314 CEM-ELECTRICITY	526	1,540	1,014		1,014	34.2%
1316 CEM-CLEANING	55	100	45		45	54.9%
1320 CEM-MISCELLANEOUS	546	20	(526)		(526)	2730.2%
1321 CEM-TELEPHONE/FAX	252	343	91		91	73.4%
1323 CEM-STATIONERY	21	0	(21)		(21)	0.0%
1336 CEM-BUILDINGS	43	850	807		807	5.0%
1337 CEM-PLANT & EQUIP	381	500	119		119	76.2%
1338 CEM-TOOLS	109	150	41		41	72.8%
1339 CEM-EQUIP REPAIRS	794	3,500	2,706		2,706	22.7%
1340 CEM-GROUNDS MAINTNCE	1,712	3,000	1,288		1,288	57.1%
1342 CEM-EQUIPMENT FUEL	1,495	3,500	2,005		2,005	42.7%
1343 CEM-VEHICLE MAINTNCE	2,323	3,000	677		677	77.4%
1344 CEM-VEHICLE FUEL	329	850	521		521	38.7%
1345 CEM-VEHICLE TAX/INS	200	650	450		450	30.8%
1346 CEM-HORTICULTURE	382	1,320	939		939	28.9%
1347 CEM-HEALTH & SAFETY	28	100	72		72	28.0%
1349 CEM - PLAQUES	249	450	201		201	55.3%
1359 CEM-PROFESSIONAL FEE	0	600	600		600	0.0%
1361 CEM-MAJOR SCHEMES	20,371	7,000	(13,371)		(13,371)	291.0%
1362 CEM-TRADE WASTE	1,829	1,862	34		34	98.2%
1363 CEM- LOAN REPAYMENT	26,072	26,073	1		1	100.0%
1364 CEM-MEMORIAL BENCHES	0	1,563	1,563		1,563	0.0%
CEMETERIES :- Indirect Expenditure	135,189	158,229	23,040	0	23,040	85.4%
Net Income over Expenditure	(93,229)	(111,189)	(17,960)			
104 PARKS						
1483 INCOME-PK GROUND FEE	1,485	1,884	399			78.8%
1486 INCOME-PK SLAND RD BUNG RENT	2,646	3,528	882			75.0%
1487 INCOME-PK INS CLAIMS	13,108	0	(13,108)			0.0%
PARKS :- Income	17,239	5,412	(11,827)			318.5%
1401 PK-WAGES	82,379	112,056	29,677		29,677	73.5%
1402 PK-EMPLOYERS NI	5,854	9,092	3,238		3,238	64.4%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1403 PK-EMPLOYERS PENSION	13,364	19,363	5,999		5,999	69.0%
1407 PK-CLOTHING	0	375	375		375	0.0%
1411 PK-RATES	648	757	109		109	85.7%
1413 PK-RENTS	410	410	0		0	100.0%
1414 PK-ELECTRICITY	1,451	2,000	549		549	72.6%
1416 PK-CLEANING	16	100	84		84	16.2%
1420 PK-MISCELLANEOUS	11,058	20	(11,038)		(11,038)	55290.0
1421 PK-TELEPHONE/FAX	252	309	57		57	81.5%
1436 PK-BUILDINGS	594	2,000	1,406		1,406	29.7%
1437 PK-PLANT & EQUIPMENT	266	500	234		234	53.2%
1438 PK-TOOLS	0	100	100		100	0.0%
1439 PK-EQUIP REPAIRS	0	1,500	1,500		1,500	0.0%
1440 PK-GROUNDS MAINT	1,639	2,000	361		361	82.0%
1442 PK-EQUIPMENT FUEL	388	500	112		112	77.5%
1446 PK-HORTICULTURE	1,376	1,520	144		144	90.5%
1447 PK-HEALTH & SAFETY	236	250	14		14	94.6%
1459 PK-PROFESSIONAL FEES	356	3,000	2,644		2,644	11.9%
PARKS :- Indirect Expenditure	120,289	155,852	35,563	0	35,563	77.2%
Net Income over Expenditure	(103,050)	(150,440)	(47,390)			
106 S.W.C.						
1682 INCOME-SWC LETTINGS	27,926	28,350	424			98.5%
1688 INCOME-SWC CATERING	49	50	1			97.8%
S.W.C. :- Income	27,975	28,400	425			98.5%
1601 SWC-WAGES	23,148	32,413	9,265		9,265	71.4%
1602 SWC-EMPLOYERS NI	1,543	2,112	569		569	73.1%
1603 SWC EMPLOYERS PENSION	3,462	4,627	1,165		1,165	74.8%
1604 SWC-COUNCIL TAX	1,547	1,766	219		219	87.6%
1607 SWC-CLOTHING	29	50	21		21	58.2%
1611 SWC-RATES	6,624	7,967	1,343		1,343	83.1%
1612 SWC-WATER	21	2,910	2,889		2,889	0.7%
1614 SWC-ELECTRICITY	4,227	8,118	3,891		3,891	52.1%
1615 SWC-GAS	3,117	9,042	5,925		5,925	34.5%
1616 SWC-CLEANING	919	954	35		35	96.4%
1620 SWC-MISCELLANEOUS	0	20	20		20	0.0%
1636 SWC-BUILDINGS	3,464	5,000	1,536		1,536	69.3%
1637 SWC-PLANT & EQUIP	266	350	84		84	76.0%
1638 SWC-TOOLS	0	50	50		50	0.0%
1639 SWC-EQUIP REPAIRS	0	200	200		200	0.0%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1640 SWC-GROUNDS MAINT	150	0	(150)		(150)	0.0%
1647 SWC-HEALTH & SAFETY	203	550	347		347	37.0%
1649 SWC-CATERING	65	50	(15)		(15)	130.4%
1659 SWC-PROFESSIONAL FEE	0	1,000	1,000		1,000	0.0%
1663 SWC-TRADE WASTE	903	1,381	478		478	65.4%
S.W.C. :- Indirect Expenditure	49,689	78,560	28,871	0	28,871	63.3%
Net Income over Expenditure	(21,715)	(50,160)	(28,445)			
107 GENERAL PURPOSES						
1777 INCOME-GP EXTERNAL FUNDING	0	1,500	1,500			0.0%
1778 INCOME-GP EVENTS	67	0	(67)			0.0%
1790 INCOME-GP DOG BAGS	1,133	1,600	467			70.8%
1799 INCOME-POPPY WREATHS	286	144	(142)			198.5%
GENERAL PURPOSES :- Income	1,486	3,244	1,758			45.8%
1710 GP-ROOM FEES	308	850	543		543	36.2%
1719 GP-CHAIR'S ALLOWANCE	330	1,500	1,170		1,170	22.0%
1720 GP-MISCELLANEOUS	371	50	(321)		(321)	742.0%
1724 GP-SUBSCRIPTIONS	2,405	3,500	1,095		1,095	68.7%
1725 GP- MEMBERS TRAVEL & SUBS	0	120	120		120	0.0%
1726 GP-MEMBERS PARTICIPATION ALLOW	6,291	7,435	1,144		1,144	84.6%
1727 GP-OFFICER TRAVEL & SUBS	377	600	223		223	62.9%
1729 GP-CONF/TRAINING	179	5,000	4,821		4,821	3.6%
1732 GP-PUBLICITY	150	450	300		300	33.3%
1733 GP-ACTIVITIES & EVENTS	9,513	11,500	1,987		1,987	82.7%
1757 GP-AUDIT	0	5,450	5,450		5,450	0.0%
1758 GP-ELECTION	0	2,000	2,000		2,000	0.0%
1759 GP-PROFESSIONAL FEES	1,135	3,250	2,115		2,115	34.9%
1760 GP-DOG BAGS	1,564	1,600	36		36	97.8%
1761 GP-POPPY WREATHS	369	184	(185)		(185)	200.6%
1762 GP-FUNDED PROJECTS	10,941	1,500	(9,441)		(9,441)	729.4%
1966 GP- EXTERNAL GRANT PROJECTS	2,249	0	(2,249)		(2,249)	0.0%
GENERAL PURPOSES :- Indirect Expenditure	36,182	44,989	8,807	0	8,807	80.4%
Net Income over Expenditure	(34,696)	(41,745)	(7,049)			
108 GRANTS						
1863 OTHER GRANTS	12,652	22,500	9,848		9,848	56.2%
1864 WELFARE PARK GRANTS	50,000	136,557	86,557		86,557	36.6%
GRANTS :- Indirect Expenditure	62,652	159,057	96,405	0	96,405	39.4%
Net Expenditure	(62,652)	(159,057)	(96,405)			

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
109 CAPITAL PURCHASES						
1975 INCOME-ASSETSALE	417	0	(417)			0.0%
	<u>417</u>	<u>0</u>	<u>(417)</u>			
CAPITAL PURCHASES :- Income						
1963 CP-CAPITAL PURCHASES	0	40,000	40,000		40,000	0.0%
1964 MAJOR SCHEMES	7,700	5,000	(2,700)		(2,700)	154.0%
	<u>7,700</u>	<u>45,000</u>	<u>37,300</u>	<u>0</u>	<u>37,300</u>	<u>17.1%</u>
CAPITAL PURCHASES :- Indirect Expenditure						
	<u>7,700</u>	<u>45,000</u>	<u>37,300</u>	<u>0</u>	<u>37,300</u>	<u>17.1%</u>
Net Income over Expenditure	<u>(7,283)</u>	<u>(45,000)</u>	<u>(37,717)</u>			
110 BAR						
11045 BAR LICENCES	180	180	0		0	100.0%
	<u>180</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
BAR :- Indirect Expenditure						
	<u>180</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(180)</u>	<u>(180)</u>	<u>0</u>			
112 WINTER WARM HUBS						
11264 WINTER HUB EXPENDITURE	1,466	0	(1,466)		(1,466)	0.0%
	<u>1,466</u>	<u>0</u>	<u>(1,466)</u>	<u>0</u>	<u>(1,466)</u>	
WINTER WARM HUBS :- Indirect Expenditure						
	<u>1,466</u>	<u>0</u>	<u>(1,466)</u>	<u>0</u>	<u>(1,466)</u>	
Net Expenditure	<u>(1,466)</u>	<u>0</u>	<u>1,466</u>			
113 FLOWER & VEGETABLE SHOW						
11377 INCOME-FLOWER&VEG DONATIONS	0	50	50			0.0%
	<u>0</u>	<u>50</u>	<u>50</u>			
FLOWER & VEGETABLE SHOW :- Income						
11350 EXPEND. FLOWER&VEG SHOW	0	500	500		500	0.0%
11351 EXPEND.FLOWER&VEG FEES	0	350	350		350	0.0%
	<u>0</u>	<u>850</u>	<u>850</u>	<u>0</u>	<u>850</u>	
FLOWER & VEGETABLE SHOW :- Indirect Expenditure						
	<u>0</u>	<u>850</u>	<u>850</u>	<u>0</u>	<u>850</u>	
Net Income over Expenditure	<u>0</u>	<u>(800)</u>	<u>(800)</u>			
Grand Totals:- Income	858,809	844,517	(14,292)			101.7%
Expenditure	517,249	838,517	321,268	0	321,268	61.7%
Net Income over Expenditure	<u>341,559</u>	<u>6,000</u>	<u>(335,559)</u>			
Movement to/(from) Gen Reserve	<u>341,559</u>					

Horden Parish Council Invoices for Payment January 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	11.01.24	Anti-bac Surface Cleaner - SWC	£11.94	BACS
Amazon	11.01.24	Toilet Cleaner - SWC	£15.36	BACS
Amazon	12.01.24	Toilet Rolls - SWC	£31.56	BACS
Amazon	12.01.24	Paper Hand Towels - SWC	£23.48	BACS
Co-operative Bank	02.01.24	BACS/FD Online Fees 01/12/2023 - 31/12/2023	£67.78	D/D
Creative Youth Opportunities	19.12.23	Lantern Parade Workshops/Leaflets	£3,000.00	BACS
Culligan (was Waterlogic)	18.01.24	Water Cooler Rental & Service	£39.37	D/D
Horn's Garden Centre	18.01.24	Shovel & Spade - Cemetery	£38.98	BACS
ITC Service Limited	12.01.24	MFA Roll Out & Cyber Security Hardening	£540.00	D/D
MKM Building Supplies	23.01.24	Tarmac & WD40	£32.57	BACS
Octopus Energy	04.01.24	Cemetery Lodge 29/12/2023 - 03/01/2024	£29.92	BACS
SEFE Energy (was Gazprom)	15.01.24	Gas - SWC 30/11/2023 - 30/12/2023	£812.62	D/D
Shell Energy	08.01.24	Welfare House Gas & Electricity	£31.04	BACS
Siemens Financial Services	14.01.24	Photocopier Lease	£178.56	D/D
Total Energies	07.01.24	SWC Electricity 01/12/2023 - 31/12/2023	£706.12	D/D
Total Energies	07.01.24	Cemetery Electricity 01/12/2023 - 31/12/2023	£100.32	D/D
Total Energies	07.01.24	Sunderland Road Sports Pavilion Electricity 01/12/2023 - 31/12/2023	£193.39	D/D
Total Energies	07.01.24	Memorial Park Electricity 02/11/2023 - 04/12/2023	£36.81	D/D
Vodafone	20.01.24	Mobile Phones	£37.20	D/D
Wex	15.01.24	Vehicle and Equipment Fuel	£196.82	D/D
OTHER PAYMENTS				
Co-op Bank	04.01.24	Wages Week 40	£4,469.73	BACS
Co-op Bank	11.01.24	Wages Week 41	£4,587.70	BACS
Co-op Bank	18.01.24	Wages Week 42	£4,279.17	BACS
Co-op Bank	25.01.24	Wages Week 43	£4,283.83	BACS
Wave	02.01.24	Credit Cemetery Water 11/09/2023 - 10/12/2023 (£37.00 pcm)	-£100.89	D/D
Wave	02.01.24	Cemetery Water 11/09/2023 - 10/12/2023 (£37.00 pcm)	£133.71	D/D
Wave	13.01.24	SWC Water 13/10/2023 - 12/01/2024 (£75.00 pcm)	£271.58	D/D
		Horden Parish Council JANUARY 2024 TOTAL	£24,048.67	

HORDEN PARISH COUNCIL

Warm Space Review

1. Background

- 1.1 The Council introduced a Warm Space in the SWC in December 2022 after securing external funding. The service originally ran 9:30 – 12:30 Monday to Wednesday but was revised to finish at 11:30 due to attendee numbers.
- 1.2 Originally the report to Council in September 2022 identified the need for volunteers to run the space to prevent the impact on Parish Council staff.
- 1.3 Over time, the number of volunteers reduced and although a few attendees volunteered they are not present at each session. The purchase of provisions is exclusively undertaken by the SWC & Events Manager who also has ended up with much of the operational responsibility.
- 1.4 The provision is used by a limited number of attendees, many of whom are then utilising similar provision in the voluntary/community sector elsewhere in the village.
- 1.5 There is still enough external funding rolled forward from 2022/23 to continue provision to the year end, no budget or funding is allocated for 2024/25.

2. Recommendation

Council is recommended to review the provision beyond year end and instruct officers accordingly.

**Samantha Shippen,
Clerk to the Council
January 2024**

HORDEN PARISH COUNCIL

Parish Council Website

1. Background

- 1.1 In the October Committee meeting Durham County Council advised us that they would withdraw their SLA for website services with the Parish Council from 1 April 2024.
- 1.2 At the November Committee meeting we shared information collated from CDALC on several web providers with their proposed costing and were advised to provide a further report to the Council.
- 1.3 The Council had set aside £5,000 in the budget towards a new website.

2. Update

- 2.1 Officers investigated the options that were provided by CDALC and other additional providers.
- 2.2 Officers considered each provider on several factors including the accessibility, user experience, future proofing, and initial set up costs and ongoing costs.
- 2.3 All providers costings fell within budget.
- 2.4 Mitchell Digital is a County Durham supplier that can provide a bespoke website that fits with the Council needs and provides ongoing support. Costing are within the budget with cost savings made.

3. Recommendation

It is recommended that the Council approve the Mitchell Digital supplier.

Colin Jackson
January 2024

OCTOBER 2023 



Project Proposal

PROPOSED BY


Mitchell Digital

PROPOSED TO


Parish Councils of County Durham

MITCHELL DIGITAL

OUR COMPANY

Created in 2021 and based Middleton-in-Teesdale, County Durham, our experience spans over 12 years in the online marketing industry. Having worked with large international businesses and small family-run businesses alike.

We listen, understand and plan the ideal project for you. Creating a website is simple. **We build websites that work for you and your business** whether that is lead generation or automation to save you time.

We've helped organisations and businesses in Durham and around the world.

We build a lead generator, not just a website.

CONTACT US

Mitchell Digital,
Stotley Cottage, Stanhope Road
Barnard Castle DL12 0SA

kane@mitchelldigital.co.uk

+(44) 07971 939429

Company No: 13458243

www.mitchelldigital.co.uk

Sedgefield Town Council are delighted with the service provided by Mitchell Digital to radically redevelop its website. Our site is now far more accessible and appealing to visitors. The tools provided to update the site have been tailored to our needs and technical ability. Kane has really understood the requirements and legislation for our sector. The site now has the capability to expand with the needs of the Council going forward. Kane has been a **joy to work with, very knowledgeable, helpful and professional delivering our project on-time and within budget.** We look forward to our working relationship developing further as our website continues grow. Thanks Kane!

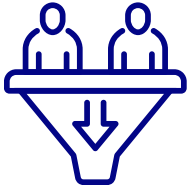


Natalie Chowns-Traynor
Projects and Media Co-ordinator
Sedgefield Town Council

WHAT WE DO



Take any worry and stress away from your online business presence



Increase leads and conversion rates



Automate repeated tasks



Boost business growth by giving time back to focus on your business

Kane has been such an asset to our organisation. He has developed a fantastic website for us and continues to support our company in all the new services we continue to introduce in our ever growing private clinic. **He is always responsive and reactive to any given task.** Thanks Kane for the amazing support over the last 4 years.



Rupa Parmar
Founder, Midland Health

PROJECT OVERVIEW

Following the information provided by the County Durham Association of Local Councils, we are providing as much detail for multiple projects as possible.

We want to make the migration from Durham County Council (DCC) web hosting as easy as possible. While also improving the life and use of the website for the council and the people residents within your parish.

PROJECT OBJECTIVES

Rebuild website following compliance guidelines

Your website would be rebuilt in compliance to WCAG 2.1AA, GDPR including cookie compliance, SSL authentication, National Cyber Security, Ofsted.

Migrate existing content from live website

We would migrate existing website content over to your new website. This would ensure you don't lose any content currently on your website.

Provide on-going support, maintenance and security

We provide on-going support, maintenance and security packages to ensure the longevity of the new website.

Move sites before 31st March 2024

Migrate websites and domains by 31st March 2024.

Please note: Migration of data is all dependent on the data provided from DCC current web hosting. The exporting of your current data is out of our control.

OUR EXPERIENCE

In the last 6 months, we have worked with **Sedgefield Town Council** to completely redevelop and rebuild their website. We also now provide support, maintenance and security.

The project has given us a detailed insight into what is legally required for a Parish/Town Council website outside of accessibility and standards.

Super staff friendly website

The website was built to make life easy for staff to add new content. Adding new information, such as news, minutes, and staff, has never been simpler. The consistency across the website helps reduce the time needed to edit the website while also improving your 'residents' experience.

Future proof. Easily upgradeable functionality

The website can be easily expanded and improved. Over time, new functionality can be added that will make life easier.

For example, the Sedgefield site is ready to take online card payments when they are ready. They can't take card payments, but this would offer them the ability without any equipment cost.

Work is already underway to extend their functionality. We are creating a staff and Councillors access-only part of the site. This will mean personnel policies and other documents can be securely stored within the website.

Fixed hacked site and improve security

In the past, the Sedgefield Town Council website had been hacked. We handled the compromised website, cleaned it up and ensured all the content remained. As well as applying new security to avoid this happening in the future alongside our maintenance plan.

Over 80% quicker than the previous website

Their last website took over 7.5 seconds, while our new website loads in 1.3 seconds. No one like's a slow website, especially Google.

Accessible & Mobile Friendly

We delivered a website that is mobile-friendly and accessible for all users.

OUR EXPERIENCE

From my side of things, the **dashboard is incredibly user-friendly** and will make **my life so much easier with all future content uploads**. You have really understood what our site needs to achieve and how we need to use it as a council, providing myself and any other staff who may need to interact with the site some tailored, straight-forward tools to do so.



Natalie Chowns-Traynor
Projects and Media Co-ordinator
Sedgefield Town Council



PACKAGES

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)

EXTRAS

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.

PROCESS AND TIMELINES

Process

Your project will be completed in distinct phases, with each phase being dependent on the one that precedes it.

The proposed timeline for each phase estimates the time needed to complete, but it will rely on **your prompt communication** in providing assets, revision requests, payments, & approvals. You will be notified in writing of any delays.

- Step 1: Complete on-boarding questionnaire
- Step 2: Migrate/Copy existing data to a new environment
- Step 3: Implement updated design template and new functionality
- Step 4: Feedback.
 - We have a feedback system to make it easy and reduce time fixing your feedback.
- Step 5: Buy domain/migrate domain
- Step 6: Sign off the website and make it live
- Step 7: Support and maintenance plan kicks in, and the first payment is due (via Direct Debit) 2 months after going live.

The project will be managed via our project management system for clarity of stage and responsibility.

Communication

The majority of our communication will be done via email. Unless otherwise informed, you can expect a response to any email within 24 hours (Monday through Friday).

Any real-time communication will be scheduled ahead of time and conducted via Google Meet (preferred) or phone.

You can reach me using the following methods:

Email: [**kane@mitchelldigital.co.uk**](mailto:kane@mitchelldigital.co.uk)

Phone: [**Book Here**](#)

Google Meet Video: [**Book Here**](#)

Payment Schedule

30% down payment to begin work.

Balance due before delivery.

ON-GOING SUPPORT

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

~~£65 per month~~

Discounted: £40 per month

Support Payment Details

- Setup 2 months after the project is completed
- Paid via direct debit/online subscription

FAQS

Do you offer any kind of warranty on your work?

Yes! Included with your project are 30 days (post delivery) of warranty and support to ensure your website is functioning correctly.

Due to the nature of technology, I cannot guarantee any work past the 30-day period unless your website is under my care as part of my Website Management services, which essentially warranties your website so long as it's under my management.

The 30-day period does not include adding any new functionality, features, or content.

What happens if I need to change the scope of our project before it's finished?

I've done my best to scope your project based on our conversations, your goals, and my experience — but it's impossible to foresee every possibility for your project this early in the process.

It's not uncommon for us to realise that we need to make changes to the scope or deliverables of your project after we get started — in fact, it's likely we will!

Any and all changes to the scope or deliverables of your project will require a change request and an updated quote. I will not change the scope or price of your project without a clear discussion and agreement with you prior to carrying out the work.

Any changes to our original agreement will be documented in our agreement and your final invoice will be adjusted (either up or down) accordingly.

Does my website require any disclosures, privacy policies, or terms of service?

Okay, you caught me — almost no one asks this question... But they should!

Nearly every website on the internet requires at least one (if not all) of these items. What your website needs will be unique to your website's functionality and any applicable laws and jurisdictions.

I'm not a privacy solicitor.

Before your website is launched, we'll address your needs for legal policies and I can help you get the appropriate policies in place.

You will have the choice of foregoing these policies, but I do require a signed waiver acknowledging I've informed you of my recommendations and absolving me of any and all liability.

Yes, it's that important.

Will people be able to find my website on Google?

We will do the basics to help your website get found by Google. This could be as simple as submitting it to Google. Unless SEO work is specified in the deliverables then it will likely take some time for Google to notice your site.

You can help Google rank it quicker by sharing it and updating it with new content consistently.

NEXT STEPS

To proceed with this project, the following steps need to be taken.

Step 1.

Sign up as a client of Mitchell Digital using our [online onboarding form](#).

Step 2.

Send a confirmation email to kane@mitchelldigital.co.uk that you wish to proceed with this project.

Step 3.

A version of this proposal will be sent to you as our project scope document and to us via our online signature service. Please sign and submit.

Step 4.

We send a Master Service Agreement document via our online signature service. Please sign and submit. This document is to essentials our terms of conditions of working with us and how we work.

Step 5.

The deposit is made to Mitchell Digital and the project will begin. Please get in touch with us directly to get a firm starting date on the project before paying the initial deposit.

Step 6.

The project begins and we are then all in it together!



MITCHELL DIGITAL

WWW.MITCHELLDIGITAL.CO.UK

HORDEN PARISH COUNCIL

Energy Renewal

1. Background

1.1 The energy renewal for many of our venues will take place at the end of February, without changing tariffs the suppliers will automatically put us on their general tariffs which are significantly higher than we currently pay.

2. Update

2.1 Officers had requested quotes from the existing providers, and two brokers, Utility Aid and Charities Buying Group.

2.2 Officers have looked at three quotes and compared them, there is an additional complexity of having numerous venues with each venue being offered different tariffs.

2.3 Based on the information provided the most cost effective would be Charities Buying Group for 24 months.

3. Recommendation

It is recommended that the Council approve contract with Charities Buying Group for 24 months.

Colin Jackson
January 2024

Horden Parish Council		24 month contracts						
Site		SWC Electricity	SWC Gas	Sunderland Road Sports Pavilion	Cemetery	Memorial Park	Cost	Total Cost
Current Supplier	Standing Charge per day	193.3147	316	107.3053	108.8679	64.7593	790.2472	887.0693
	Price Per KWH	22.6266	4.7818	24.1605	22.6266	22.6266	96.8221	
Charities Buying Group	Standing Charge per day	115.32	377.4	100.8658	48	57.5671	699.1529	798.4825
	Price Per KWH	23.83	5.4396	21.1634	26.03	22.8666	99.3296	
Utility Aid	Standing Charge per day	211.69	309	119.37	119.72	72.8	832.58	936.787
	Price Per KWH	24.62	5.365	24.982	24.62	24.62	104.207	

HORDEN PARISH COUNCIL

SWC Plaque in Memory of Mr F Rippon

1. Background

- 1.1 The Council has for a number of years going back to the 1990's had a policy of providing a memorial plaque in memory of persons who served the SWC in excess of 20 years.
- 1.2 Members may be aware that Mr Fred Rippon recently passed away. Until his retirement in 2002, he was a member of Parish Council staff, as SWC Caretaker. He was transferred to the employ of the Council when the SWC was acquired from the Miners Welfare Scheme.
- 1.3 The Clerk to the Council has held initial discussions with Mr Rippon's wife and family, who would be pleased to see Mr Rippon honoured in such a way.
- 1.4 The Council is requested to approve a suitably worded plaque and a reception be held in honour of Mr Rippon.

2. Recommendation

Council is recommended to approve a suitably worded plaque be placed in the SWC and a reception be held in honour of Mr Fred Rippon.

**Samantha Shippen,
Clerk to the Council
January 2024**