

# Horden Parish Council

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

1 March 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 7 March 2024 at 6pm.

## **HORDEN PARISH COUNCIL ORDER OF BUSINESS** **Meeting to be held 7 March 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 1 February 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 decisions to report.
6. **Damage and Incident Reports(s)** – to note report.
7. **Cemetery Burial and Income Report 23.01.23 – 22.02.24 (enclosed)** – to receive the information.
8. **Parish Council Financial:**
  - a) **Bank Balances** – to receive balances at 31.01.24.
  - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31.01.2024.
  - c) **Cash Withdrawals and Debit Card Transactions** – to approve report.
  - d) **Petty Cash** – to approve report.
  - e) **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. **Risk Management Review**
  - a) **Financial** – to approve risk register.
  - b) **Strategic** – to approve risk register.
12. **Review of Effective Internal Control** – to approve review.
13. **Humankind donation request** – to consider request.
14. **Cemetery**
  - a) **Improvement to area around teddy bear** – to receive verbal report.
  - b) **Friends of Thorpe Road Cemetery** - to receive verbal report.
15. **Review of Warm Space** – to receive verbal update.
16. **DCC Masterplan Correspondence** – to receive correspondence.
17. **County Durham Minerals and Waste Policies and Allocation** – to consider report.
18. **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.
19. **Horden Together Licence** – To consider report.



**Samantha Shippen  
Clerk to the Council  
1 March 2024**

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

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 1 February 2024**

- Present:** Councillor F Leadbitter (Chairman)  
 Councillors T Baldasera, E Laing, W Morrow, W Smith, A Turner, J Ward, F Winrow and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk).
- HPC 23/24/173** **Apologies for Absence.**  
**RESOLVED:** That apologies were **RECEIVED** for Councillor D Tait and Councillor I Roberts.
- HPC 23/24/174** **Declarations of Interest.**  
 No declarations of interest raised.
- HPC 23/24/175** **Minutes of the Horden Parish Council Meeting held 11 January 2024.**  
**RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 23/24/176** **Public Participation.**  
 No members of the public were present.
- HPC 23/24/177** **Register of Delegated Decisions.**  
 There were no delegated decisions to report.
- HPC 23/24/178** **Cemetery Burial and Income Report 23 December 2023 to 22 January 2024.**  
**RESOLVED:** Council **NOTE** the information.
- HPC 23/24/179** **Parish Council Financial:**  
**a) Bank Balances**  
**RESOLVED:** Council **APPROVE** the Bank Balances at 31/12/2023 as £929,780.96 for signature by Councillors W Smith and W Morrow.
- HPC 23/24/180** **b) Finance Report to 31/12/2023.**  
**RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report to 31/12/2023.
- HPC 23/24/181** **c) Cash Withdrawal(s) and Debit Card Transactions.**  
 There were no cash withdrawals or debit card transactions to report.
- HPC 23/24/182** **d) Bank Transfer(s).**  
 The Clerk advised that £50,000 was transferred from the CCLA account to the current account since the last Council meeting.  
**RESOLVED:** Council **APPROVE** transfer of funds from CCLA to the Current account.
- HPC 23/24/183** **Invoices for endorsement for payment.**  
**RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £36,773.04 Councillors W Smith and W Morrow to authorise.
- HPC 23/24/184** **Members/Officers Allowances.**  
 No Members/Officers allowances to report.
- HPC 23/24/185** **Review of Warm Space.**  
**RESOLVED:** Council **APPROVE** to continue provision until the end of March with a review of existing provision within Horden village. Councillors F Leadbitter and J Ward to volunteer at existing sessions.
- HPC 23/24/186** **Parish Council Website**  
**RESOLVED:** Council **APPROVE** using supplier Mitchell Digital for the new website.
- HPC 23/24/187** **Energy Renewal**  
**RESOLVED:** Council **APPROVE** using supplier Charities Buying Group for the energy accounts for a period of 24 months.

**HPC**            **Social Welfare Plaque for Fred Rippon**  
**23/24/188**    **RESOLVED:** Council **APPROVE** plaque and small event to honour Mr Fred Rippon.

**HPC**            **Horden Healthy Happy Place Report**  
**23/24/189**    **RESOLVED:** Council to invite Project Lead from Horden Together to provide more information on the report.

*Meeting concluded at 7.10pm*

## 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
Banner	25.01.24	2 Boxes A4 Copier Paper	£42.07	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
Document Solutions	31.01.24	Photocopier Fees January 2024	£101.43	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
ITC Service Limited	31.01.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup -February	£419.34	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
Octopus Energy	30.01.24	Cemetery Lodge 04/01/2024 - 29/01/2024	£79.83	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
Thomas Sherriff & Co Ltd	25.01.24	Removal of Pin - John Deere - Cemetery	£213.62	BACS
Siemens Financial Services	14.01.24	Photocopier Lease	£178.56	D/D
TJ's Heating & Home Improvements	26.01.24	Tiles Removal, Re-Board and Refit Ladies - SWC	£565.00	BACS
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
Treasured Memories Limited	19.01.24	Memorial Plaque	£110.34	BACS
Vodafone	20.01.24	Mobile Phones	£37.20	D/D
Vodafone	20.01.24	Mobile Phones	£30.00	D/D
Wex	15.01.24	Vehicle and Equipment Fuel	£196.82	D/D
Wex	28.01.24	Vehicle Trackers	£11.98	D/D
<b>OTHER PAYMENTS</b>				
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
Durham County Council	29.01.24	Attachment Weeks 41 - 44	£178.64	313540
Durham County Council	29.01.24	Superannuation Weeks 41 - 44	£5,391.33	BACS
HMRC	29.01.24	PAYE Weeks 41 - 44	£5,580.79	313541
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
<b>Horden Parish Council JANUARY 2024 TOTAL</b>			<b>£36,773.04</b>	

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 14-2-24 8-15AM Approx	
Location: Park RD / HANDLEY STREET Junction	
Damage Found (please give as much detail as possible)	
woman <sup>1</sup> DRIVING VAUXHALL ADAM CAR pulled out of handley street junction without looking as i BRAKED in pickup she hit front drivers side wheel - NO damage done to pickup - damage to her drivers side front bumper	
reg NO.	

Completed by: Alpel Date: 14-2-24

Police Notified: YES /  NO Officer dealing:

Time Police notified: \_\_\_\_\_

Remedial Action Taken:

Took details of woman

**OFFICE USE:**

Has available CCTV been checked: YES / NO

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:

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 14-2-24 8:15pm approx
Location: Park Road / Hordley St Junction
Damage Found (please give as much detail as possible)
I WAS THE PASSENGER WHILE HEADING TO PARK ROAD IN A VEHICLE FROM PULLED OUT FROM THE JUNCTION AND HIT THE SIDE OF THE ROAD. I WAS HER FOLLOWS NO DAMAGE TO SIDE OF DAMAGE TO HER CAR WAS THE BUMPER.

Completed by: RICHARD WEAH ..... Date: 14/2/24 .....

Police Notified: YES  NO  Officer dealing:

Time Police notified:

Remedial Action Taken:

LOGGED / REPORTED TO HULL STATION, FILLED.

**OFFICE USE:**

Has available CCTV been checked: YES / NO

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:

Thorpe Road Cemetery Report 26th January to 25th February 2024

<b>INTERMENT (inc. Ashes)</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
P1	RE-OPEN - FULL BURIAL	YES	£300.00
GARDEN D 66	ASHES	YES	£200.00
K104	RE-OPEN - FULL BURIAL	YES	£300.00
GARDEN D 64	ASHES	YES	£200.00
M134	RE-OPEN - FULL BURIAL	YES	£300.00
		<b>TOTAL</b>	<b>£1,300.00</b>

<b>PURCHASE OF PLOT - EXCLUSIVE RIGHT</b>			
<b>PLOT</b>	<b>DETAIL</b>		<b>FEE</b>
N118	TRANSFER		£30.00
N121	TRANSFER		£30.00
J24	NEW DEED		£30.00
P7	TRANSFER		£75.00
GARDEN D 66	NEW PURCHASE		£200.00
GARDEN D 64	NEW PURCHASE		£200.00
		<b>TOTAL</b>	<b>£565.00</b>

<b>SUPPLY OF IMMOVABLE MEMORIAL</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
P55	HEADSTONE	NO	£200.00
G644	HEADSTONE	YES	£200.00
G828	REFIX	YES	£25.00
N129	ADDED INSCRIPTION	YES	£60.00
N56	REFIX	NO	£25.00
		<b>TOTAL</b>	<b>£510.00</b>

<b>MISCELLANEOUS</b>			<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>
		<b>TOTAL INCOME</b>	<b>£2,375.00</b>



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## HORDEN PARISH COUNCIL 2023/24

### Bank - Cash and Investment Reconciliation as at 31 January 2024

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/01/2024	Current Account	54,663.70
31/01/2024	Public Sector Reserve Account	285.44
31/01/2024	CCLA PUB. SECTOR	845,110.88
31/01/2024	BUSINESS SAVERS ACCOUNT	1,559.20

**901,619.22**

##### Other Cash & Bank Balances

**93.73**

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**901,712.95**

##### Receipts not on Bank Statement

**560.40**

##### **Closing Balance**

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**902,273.35**

##### All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	55,224.10
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	845,110.88
5	BUSINESS SAVERS ACCOUNT	1,559.20
	Other Cash & Bank Balances	93.73
	<b>Total Cash &amp; Bank Balances</b>	<hr/> <b>902,273.35</b> <hr/>

**HORDEN PARISH COUNCIL FINANCE REPORT**

This report details accounts as at 31 January 2024 – accounts on a straight line we should be around 83%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 15%.

**EXPENDITURE**

<b>Account</b>	<b>Page</b>	<b>£ Spend/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1125 - Insurance	1	14,781/11,687	Complete for year	Overbudget £3,094 may need recharge to HRG	3/8/23
1126 - Photocopier	1	1,131/1,000	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	5,158/2,577	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
1363 - Cem Loan Repayment	2	26,072/26,073	Complete for year		7/3/24
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
1616 - SWC cleaning	3	988/954	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	371/50	Chairman's Board update, additional strips and flags		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	14,215/1,500	CYO expenditure & Christmas gifts		3/8/23
11045 - Bar Licenses	5	180/180	Paid for year		6/7/23

**INCOME**

<b>Account</b>	<b>Page</b>	<b>£ Receipt/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1176 - Precept	1	631,309/631,309	Income received		7/12/23
1196 - Bank Interest	1	23,382/10,000	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	52,595/45,000	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	30,337/28,350	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 &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 ADMINISTRATION</b>						
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	715	780	65			91.7%
1196 INCOME-BANK INTEREST	23,382	10,000	(13,382)			233.8%
1198 LCTSS GRANT	57,991	115,982	57,991			50.0%
<b>ADMINISTRATION :- Income</b>	<b>771,388</b>	<b>758,071</b>	<b>(13,317)</b>			<b>101.8%</b>
1101 AD-WAGES	70,698	121,498	50,800		50,800	58.2%
1102 AD-EMPLOYERS NI	6,254	11,438	5,184		5,184	54.7%
1103 AD-EMPLOYERS PENSION	13,582	24,300	10,718		10,718	55.9%
1108 AD-STAFF TRAINING	30	0	(30)		(30)	0.0%
1110 AD-ROOM FEES	1,500	1,800	300		300	83.3%
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	335	350	15		15	95.9%
1125 AD-INSURANCE	14,781	11,687	(3,094)		(3,094)	126.5%
1126 AD-PHOTOCOPIER	1,131	1,000	(131)		(131)	113.1%
1137 AD-PLANT & EQUIPMENT	30	220	191		191	13.4%
1151 AD-BANK CHARGES	625	1,700	1,075		1,075	36.8%
1152 AD-IT FEES	3,303	8,500	5,197		5,197	38.9%
1159 AD-PROFESSIONAL FEES	(1)	10,000	10,001		10,001	0.0%
<b>ADMINISTRATION :- Indirect Expenditure</b>	<b>113,565</b>	<b>194,332</b>	<b>80,767</b>	<b>0</b>	<b>80,767</b>	<b>58.4%</b>
<b>Net Income over Expenditure</b>	<b>657,823</b>	<b>563,739</b>	<b>(94,084)</b>			
<b>102 ALLOTMENTS</b>						
1281 INCOME-ALLOT RENT	2,300	2,300	0			100.0%
<b>ALLOTMENTS :- Income</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>			<b>100.0%</b>
1213 AL-RENTS	1,435	1,435	0		0	100.0%
1220 AL-MISCELLANEOUS	39	33	(6)		(6)	117.6%
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>1,474</b>	<b>1,468</b>	<b>(6)</b>	<b>0</b>	<b>(6)</b>	<b>100.4%</b>
<b>Net Income over Expenditure</b>	<b>826</b>	<b>832</b>	<b>6</b>			
<b>103 CEMETERIES</b>						
1383 INCOME-CEM MEMORIAL PLAQUES	492	540	48			91.0%
1384 INCOME-CEMETERY FEES	52,595	45,000	(7,595)			116.9%
1390 INCOME-MEMORIAL BENCHES	0	1,500	1,500			0.0%
<b>CEMETERIES :- Income</b>	<b>53,087</b>	<b>47,040</b>	<b>(6,047)</b>			<b>112.9%</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1301 CEM-WAGES	60,179	72,336	12,157		12,157	83.2%
1302 CEM-EMPLOYERS NI	5,234	6,778	1,544		1,544	77.2%
1303 CEM-EMPLOYERS PENS	11,735	14,467	2,732		2,732	81.1%
1304 CEM-COUNCIL TAX	5,158	2,577	(2,581)		(2,581)	200.2%
1307 CEM-CLOTHING	0	375	375		375	0.0%
1311 CEM-RATES	1,519	1,594	75		75	95.3%
1312 CEM-WATER	(498)	3,131	3,629		3,629	(15.9%)
1314 CEM-ELECTRICITY	726	1,540	814		814	47.2%
1316 CEM-CLEANING	55	100	45		45	54.9%
1320 CEM-MISCELLANEOUS	546	20	(526)		(526)	2730.2%
1321 CEM-TELEPHONE/FAX	280	343	63		63	81.6%
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	142	150	8		8	94.4%
1339 CEM-EQUIP REPAIRS	972	3,500	2,528		2,528	27.8%
1340 CEM-GROUNDS MAINTNCE	1,739	3,000	1,261		1,261	58.0%
1342 CEM-EQUIPMENT FUEL	1,587	3,500	1,913		1,913	45.3%
1343 CEM-VEHICLE MAINTNCE	2,323	3,000	677		677	77.4%
1344 CEM-VEHICLE FUEL	402	850	448		448	47.3%
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	341	450	109		109	75.8%
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%
<b>CEMETERIES :- Indirect Expenditure</b>	<b>141,766</b>	<b>158,229</b>	<b>16,463</b>	<b>0</b>	<b>16,463</b>	<b>89.6%</b>
<b>Net Income over Expenditure</b>	<b>(88,680)</b>	<b>(111,189)</b>	<b>(22,509)</b>			
<b>104 PARKS</b>						
1483 INCOME-PK GROUND FEE	1,635	1,884	249			86.8%
1486 INCOME-PK SLAND RD BUNG RENT	2,940	3,528	588			83.3%
1487 INCOME-PK INS CLAIMS	13,108	0	(13,108)			0.0%
<b>PARKS :- Income</b>	<b>17,683</b>	<b>5,412</b>	<b>(12,271)</b>			<b>326.7%</b>
1401 PK-WAGES	90,559	112,056	21,497		21,497	80.8%
1402 PK-EMPLOYERS NI	6,444	9,092	2,648		2,648	70.9%

13:43

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1403 PK-EMPLOYERS PENSION	14,743	19,363	4,620		4,620	76.1%
1407 PK-CLOTHING	0	375	375		375	0.0%
1411 PK-RATES	720	757	37		37	95.2%
1413 PK-RENTS	410	410	0		0	100.0%
1414 PK-ELECTRICITY	1,670	2,000	330		330	83.5%
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	280	309	29		29	90.6%
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%
<b>PARKS :- Indirect Expenditure</b>	<b>130,756</b>	<b>155,852</b>	<b>25,096</b>	<b>0</b>	<b>25,096</b>	<b>83.9%</b>
<b>Net Income over Expenditure</b>	<b>(113,073)</b>	<b>(150,440)</b>	<b>(37,367)</b>			
<b>106 S.W.C.</b>						
1682 INCOME-SWC LETTINGS	30,337	28,350	(1,987)			107.0%
1688 INCOME-SWC CATERING	49	50	1			97.8%
<b>S.W.C. :- Income</b>	<b>30,386</b>	<b>28,400</b>	<b>(1,986)</b>			<b>107.0%</b>
1601 SWC-WAGES	25,419	32,413	6,994		6,994	78.4%
1602 SWC-EMPLOYERS NI	1,698	2,112	414		414	80.4%
1603 SWC EMPLOYERS PENSION	3,817	4,627	810		810	82.5%
1604 SWC-COUNCIL TAX	1,719	1,766	47		47	97.4%
1607 SWC-CLOTHING	29	50	21		21	58.2%
1611 SWC-RATES	7,360	7,967	607		607	92.4%
1612 SWC-WATER	96	2,910	2,814		2,814	3.3%
1614 SWC-ELECTRICITY	4,835	8,118	3,283		3,283	59.6%
1615 SWC-GAS	3,804	9,042	5,238		5,238	42.1%
1616 SWC-CLEANING	988	954	(34)		(34)	103.6%
1620 SWC-MISCELLANEOUS	0	20	20		20	0.0%
1636 SWC-BUILDINGS	4,029	5,000	971		971	80.6%
1637 SWC-PLANT & EQUIP	299	350	51		51	85.4%
1638 SWC-TOOLS	1	50	49		49	1.7%
1639 SWC-EQUIP REPAIRS	0	200	200		200	0.0%

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 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	1,054	1,381	328		328	76.3%
S.W.C. :- Indirect Expenditure	<b>55,566</b>	<b>78,560</b>	<b>22,994</b>	<b>0</b>	<b>22,994</b>	<b>70.7%</b>
<b>Net Income over Expenditure</b>	<b>(25,180)</b>	<b>(50,160)</b>	<b>(24,980)</b>			
<b>107 GENERAL PURPOSES</b>						
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	1,249	1,600	351			78.1%
1799 INCOME-POPPY WREATHS	286	144	(142)			198.5%
GENERAL PURPOSES :- Income	<b>1,602</b>	<b>3,244</b>	<b>1,642</b>			<b>49.4%</b>
1710 GP-ROOM FEES	339	850	511		511	39.9%
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	1,145	3,250	2,105		2,105	35.2%
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	14,215	1,500	(12,715)		(12,715)	947.7%
GENERAL PURPOSES :- Indirect Expenditure	<b>37,248</b>	<b>44,989</b>	<b>7,741</b>	<b>0</b>	<b>7,741</b>	<b>82.8%</b>
<b>Net Income over Expenditure</b>	<b>(35,646)</b>	<b>(41,745)</b>	<b>(6,099)</b>			
<b>108 GRANTS</b>						
1863 OTHER GRANTS	16,161	22,500	6,339		6,339	71.8%
1864 WELFARE PARK GRANTS	50,000	136,557	86,557		86,557	36.6%
GRANTS :- Indirect Expenditure	<b>66,161</b>	<b>159,057</b>	<b>92,896</b>	<b>0</b>	<b>92,896</b>	<b>41.6%</b>
<b>Net Expenditure</b>	<b>(66,161)</b>	<b>(159,057)</b>	<b>(92,896)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>109 CAPITAL PURCHASES</b>						
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>
<b>Net Income over Expenditure</b>	<b><u>(7,283)</u></b>	<b><u>(45,000)</u></b>	<b><u>(37,717)</u></b>			
<b>110 BAR</b>						
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>
<b>Net Expenditure</b>	<b><u>(180)</u></b>	<b><u>(180)</u></b>	<b><u>0</u></b>			
<b>112 WINTER WARM HUBS</b>						
11264 WINTER HUB EXPENDITURE	1,521	0	(1,521)		(1,521)	0.0%
	<u>1,521</u>	<u>0</u>	<u>(1,521)</u>	<u>0</u>	<u>(1,521)</u>	
WINTER WARM HUBS :- Indirect Expenditure						
	<u>1,521</u>	<u>0</u>	<u>(1,521)</u>	<u>0</u>	<u>(1,521)</u>	
<b>Net Expenditure</b>	<b><u>(1,521)</u></b>	<b><u>0</u></b>	<b><u>1,521</u></b>			
<b>113 FLOWER &amp; VEGETABLE SHOW</b>						
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>	
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>(800)</u></b>	<b><u>(800)</u></b>			
Grand Totals:- Income	<b>876,863</b>	<b>844,517</b>	<b>(32,346)</b>			<b>103.8%</b>
Expenditure	<b>555,936</b>	<b>838,517</b>	<b>282,581</b>	<b>0</b>	<b>282,581</b>	<b>66.3%</b>
<b>Net Income over Expenditure</b>	<b><u>320,926</u></b>	<b><u>6,000</u></b>	<b><u>(314,926)</u></b>			
<b>Movement to/(from) Gen Reserve</b>	<b><u>320,926</u></b>					



**Cash withdrawals & Debit Card Transactions:**

29/01/2024 – Paperstone Limited – 3 x 2KW Convector Heaters - £75.56

29/01/2024 – TradeSparky – 3 x 3000W Air Curtain Heaters – £278.88

**TOTAL £354.44**

A/c Code		210 PETTY CASH			Annual Budget	0	
Centre		(none)			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
<b>Opening Balance</b>					<b>60.74</b>		
1	03/04/2023	DCARD3	Cashbook	PETTY CASH TOP UP	100.00		
1	30/04/2023	3211	Journal	PETTY CASH MARCH 2023		65.76	
2	11/05/2023	DCARD10	Cashbook	PETTY CASH TOP UP	200.00		
2	31/05/2023	3221	Journal	PETTY CASH MAY 2023		170.97	
3	08/06/2023	DCARD12	Cashbook	PETTY CASH	200.00		
3	30/06/2023	3232	Journal	PETTY CASH JUNE 2023		196.49	
4	31/07/2023	3240	Journal	PETTY CASH JULY 2023		61.11	
5	03/08/2023	DCARD17	Cashbook	POST OFFICE - PETTY CASH	200.00		
5	31/08/2023	3245	Journal	PETTY CASH AUGUST 2023		131.81	
6	15/09/2023	DCARD20	Cashbook	PETTY CASH TOP UP	200.00		
6	30/09/2023	3257	Journal	PETTY CASH SEPTEMBER 2023		102.10	
7	31/10/2023	3258	Journal	PETTY CASH OCTOBER 2023		115.69	
8	17/11/2023	DCARD25	Cashbook	PETTY CASH TOP UP	200.00		
8	30/11/2023	3271	Journal	PETTY CASH NOVEMBER 2023		83.99	
9	31/12/2023	3277	Journal	PETTY CASH DECEMBER 2023		92.88	
10	31/01/2024	3284	Journal	PETTY CASH JANUARY 2024		56.21	
<b>Account PETTY CASH</b>					<b>Account Totals</b>	<b>1,160.74</b>	<b>1,077.01</b>
<b>Centre</b>					<b>Net Balance Month 11</b>	<b>83.73</b>	

**Petty Cash Transactions:**

19/04/2023 – Welcome Hub – Food Provision - £26.15  
19/04/2023 - Welcome Hub – Food Provision - £17.59  
19/04/2023 – Milk Coffee & Biscuits - £9.01  
24/04/2023 – Welcome Hub – Food Provision – £13.01  
**TOTAL April 2023 £65.76**

04/05/2023 – Prize Monies – Kings Coronation - £35.00  
09/05/2023 - Welcome Hub – Food Provision - £23.76  
10/05/2023 – Welcome Hub - Float - £30.00  
15/05/2023 – Return Key Deposit – Sland Rd – Horden Comrades – £25.00  
16/05/2023 - Welcome Hub – Food Provision - £22.78  
18/05/2023 – Milk - £1.99  
22/05/2023 - Welcome Hub – Food Provision - £19.87  
31/05/2023 - Welcome Hub – Food Provision - £12.57  
**TOTAL May 2023 £170.97**

01/06/2023 – Return Key Deposit – Sland Rd – Shotton Colts U15's – £25.00  
05/06/2023 - Return Key Deposit – Sland Rd – Horden FC – £25.00  
05/06/2023 – Welcome Hub – Food Provision- £20.38  
08/06/2023 – Return Key Deposit – Sland Rd – East Durham Community FC – £25.00  
12/06/2023 - Welcome Hub – Food Provision - £14.02  
19/06/2023 – Welcome Hub – Food Provision - £27.07  
26/06/2023 - Welcome Hub – Food Provision - £29.27  
27/06/2023 - Welcome Hub – Food Provision - £4.77  
28/06/2023 – Foot Pump – Cemetery - £19.99  
29/06/2023 – Lock for SWC - £5.99  
**TOTAL June 2023 £196.49**

04/07/2023 – Welcome Hub – Food Provision - £1.80  
13/07/2023 - Welcome Hub – Food Provision - £15.09  
18/07/2023 – Welcome Hub – Food Provision – £22.99  
24/07/2023 – Welcome Hub – Food Provision – £21.23  
**TOTAL July 2023 £61.11**

01/08/2023 - Welcome Hub – Food Provision - £21.88  
02/08/2023 – Welcome Hub – Food Provision - £1.25  
07/08/2023 - Welcome Hub – Food Provision - £24.06  
14/08/2023 - Welcome Hub – Food Provision - £25.13  
16/08/2023 – Welcome Hub – Food Provision - £9.18  
21/08/2023 – Welcome Hub – Food Provision - £23.90  
31/08/2023 – Welcome Hub – Food Provision - £26.41  
**TOTAL August 2023 £131.81**

08/09/2023 - Welcome Hub – Food Provision - £31.49  
11/09/2023 - Welcome Hub – Food Provision - £26.44  
13/09/2023 – Milk & Biscuits - £7.05  
18/09/2023 – Welcome Hub – Food Provision - £27.12  
28/09/2023 – Vermin Control - Bait - £10.00

**TOTAL September 2023 £102.10**

03/10/2023 - Welcome Hub – Food Provision - £20.59  
05/10/2023 – Milk - £2.00  
10/10/2023 - Welcome Hub – Food Provision - £19.33  
16/10/2023 – Milk & Sugar - SLCC - £2.64  
16/10/2023 - Welcome Hub – Food Provision - £25.76  
24/10/2023 – Welcome Hub – Food Provision - £1.84  
24/10/2023 – Welcome Hub – Food Provision - £24.74  
31/10/2023 – Welcome Hub – Food Provision - £18.79  
**TOTAL October 2023 £115.69**

06/11/2023 - Welcome Hub – Food Provision - £12.56  
08/11/2023 – Bugler Donation – Remembrance Sunday - £30.00  
13/11/2023 – Milk – Remembrance Sunday - £1.45  
15/11/2023 – Welcome Hub – Food Provision - £20.71  
28/11/2023 – Welcome Hub – Food Provision - £19.27  
**TOTAL November 2023 £83.99**

05/12/2023 – Christmas Lights - SWC - £19.99  
05/12/2023 – Welcome Hub – Food Provision - £24.24  
11/12/2023 - Welcome Hub – Food Provision - £22.82  
13/12/2023 – Parcel Tape - £4.50  
18/12/2023 – Welcome Hub – Food Provision - £11.33  
21/12/2023 – HDMI Cable - £10.00  
**TOTAL December 2023 £92.88**

03/01/2024 - Welcome Hub – Food Provision - £5.55  
11/01/2024 – Welcome Hub – Food Provision - £15.71  
15/01/2024 – Welcome Hub – Food Provision - £17.29  
19/01/2024 – Radiator Key - SWC - £1.00  
23/01/2024 – Welcome Hub – Food Provision - £16.66  
**TOTAL January 2024 £56.21**

## Agenda Item 9

### Horden Parish Council Invoices for Payment February 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	15.02.24	101 Bulbs - Event	£9.22	BACS
Amazon	15.02.24	200 Sunflower Seeds - Event	£3.95	BACS
Amazon	15.02.24	200 Biodegradable Seed Pots - Event	£29.98	BACS
Amazon	20.02.24	Refuse Sacks - SWC	£19.10	BACS
Amazon	20.02.24	Hand Towel Dispenser Key - SWC	£2.84	BACS
Amazon	20.02.24	Toilet Roll - SWC	£16.94	BACS
Amazon	20.02.24	2 x Metal Key for Dispenser	£13.18	BACS
Amazon	20.02.24	Key for Jofel Dispenser	£3.09	BACS
Amazon	20.02.24	Hand Towels - SWC	£22.99	BACS
Amazon	21.02.24	Furniture Polish	£10.50	BACS
Banner	05.02.24	Second Class Postage Stamps	£37.50	BACS
Co-operative Bank	01.02.24	BACS/FD Online Fees 01/01/2024-31/01/2024	£64.22	D/D
Culligan (was Waterlogic)	15.02.24	Water Cooler Rental & Service	£39.37	D/D
Document Solutions	29.02.24	Photocopier Fees February 2024	£42.00	D/D
Go2 Electrical Services	14.02.24	Fitting 6 x Heaters	£100.00	BACS
Horden Recreation Ground	13.02.24	3 x 2KW Convection Heater - Recharge	£62.97	TRF
Horden Recreation Ground	13.02.24	3 x 3000W Air Curtain Heater - Recharge	£232.40	TRF
ITC Service Limited	29.02.24	Management & 365 Backup -March	£419.34	D/D
Kraftwerx	25.02.24	Supply & Fit Security Door Memorial Park	£1,440.00	BACS
Kraftwerx	25.02.24	Repairs to Tractor - Cemetery	£360.00	BACS
Mitchell Digital	12.02.24	Deposit - Website Build	£270.00	BACS
MKM B S (Peterlee) Ltd	09.02.24	Drain Cover	£85.50	BACS
Octopus Energy (previously Shell Energy)	10.02.24	Welfare House Gas & Electricity 07/01/2024 - 05/02/2024	£30.89	BACS
Octopus Energy (previously Shell Energy)	21.02.24	Welfare House Gas & Electricity 06/02/2024 - 19/02/2024	£10.97	BACS
Octopus Energy	27.02.24	Cemetery Lodge Gas 30/01/2024 - 26/02/2024	£7.91	BACS
Octopus Energy	28.02.24	Cemetery Lodge Gas 27/02/2024 Electricity 29/01/2024 - 27/02/2024	£28.50	BACS
PPL PRS Limited	14.02.24	Music Licence - SWC	£146.13	BACS
Screwfix	09.02.24	Convector Heater - Cemetery	£21.99	BACS
SEFE Energy (was Gazprom)	19.02.24	Gas - SWC 31/12/2023 - 31/01/2024	£1,060.68	D/D
Select Telecom Limited	31.01.24	Admin Phone Lines/Calls/Internet - February 2024	£123.60	D/D
Shoreline Fire Ltd	27.02.24	Rewire & Door Contact - Memorial Park	£144.00	BACS
Total Energies	07.02.24	Cemetery Electricity 01/01/2024 - 31/01/2024	£124.17	D/D
Total Energies	07.02.24	SWC Electricity 01/01/2024 - 31/01/2024	£792.61	D/D
Total Energies	07.02.24	Sunderland Road Sports Pavilion Electricity 01/01/2024 - 31/01/2024	£168.42	D/D
Total Energies	07.02.24	Memorial Park Electricity 05/12/2023 - 03/01/2024	£39.23	D/D
Trident Surveying Limited	08.02.24	Asbestos Survey Boiler House - SWC	£300.00	BACS
A R Twigg & Son Ltd	23.01.24	Coffin Lowering Straps	£94.80	BACS
Uniform Supplies Ltd	22.02.24	2 x Work Trousers	£47.88	BACS
Vodafone	20.02.24	Mobile Phones	£67.20	D/D
Wex	19.02.24	Fuel - Pickup, Cemetery and Parks	£282.20	D/D
Wex	25.02.24	Vehicle Trackers	£11.98	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	01.02.24	Wages Week 44	£4,283.63	BACS
Co-op Bank	08.02.24	Wages Week 45	£4,284.81	BACS
Co-op Bank	15.02.24	Wages Week 46	£4,295.85	BACS
Co-op Bank	22.02.24	Wages Week 47	£4,171.99	BACS
Co-op Bank	29.02.24	Wages Week 48	£4,406.20	BACS
Durham County Council	29.02.24	Attachment Weeks 45 - 48	£178.66	
Durham County Council	29.02.24	Superannuation Weeks 45 - 48	£5,284.30	BACS
HMRC	29.02.24	PAYE Weeks 45 - 48	£5,585.70	
<b>Horden Parish Council FEBRUARY 2024 TOTAL</b>			<b>£39,279.39</b>	

## HORDEN PARISH COUNCIL FINANCIAL NET RISK REGISTER

January 2023 V.1

GREEN AREA DENOTES APPETITE TO RISK

<b>IMPACT</b>	CRITICAL	1	2			8
	MAJOR	14				
	MODERATE	12, 15	4, 13		3, 10, 11	
	MINOR	5			9	
	INSIGNIFICANT	6, 7				
		REMOTE ( < 11%)	UNLIKELY (11 – 30%)	POSSIBLE (31 – 60%)	PROBABLE (61 – 80%)	HIGHLY PROBABLE (> 80%)

**LIKELIHOOD OF RISK OCCURRING**

Low Risk

Medium Risk

High Risk

Risk	Causes of Risk	Potential Impact	Existing controls	Impact Likelihood	Planned Control Improvements	Changes/comments since last update
1. Insurance	<ul style="list-style-type: none"> <li>Inadequate Cover.</li> <li>Fidelity Guarantee.</li> <li>Public Liability.</li> <li>Personal Accident.</li> <li>Physical Assets.</li> <li>Cost.</li> <li>Compliance.</li> <li>Employers Liability.</li> </ul>	<ul style="list-style-type: none"> <li>Legal action or challenge.</li> <li>Reputational damage.</li> <li>Financial Strain.</li> <li>Reputational Damage.</li> </ul>	<ul style="list-style-type: none"> <li>An annual review is undertaken prior to the renewal of insurance policy to ensure adequate cover.</li> <li>Council review and approve schedule annually.</li> <li>Public Liability limit of indemnity set at £15,000,000.</li> <li>Play equipment and premises inspected daily/weekly with an annual inspection carried out by external contractor Play Safety.</li> </ul>	Critical Remote	<ul style="list-style-type: none"> <li>Further review/costing of insurance cover is required for fences and walls in isolation without being part of a building (Part C) which are currently not insured.</li> </ul>	Long term agreement with Zurich ends 17 June 2024.

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
2. Precept	<ul style="list-style-type: none"> <li>• Lack of knowledge of budgetary process and council regulations.</li> <li>• Lack of commitment to budgetary process.</li> <li>• Inadequate operational budgets.</li> <li>• Budget overspends.</li> <li>• Inadequate internal control.</li> <li>• Inadequate reserves.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Key services can no longer be delivered.</li> <li>• The Council do not have sufficient contingency for any unexpected or emergency expenditure.</li> <li>• The Council may need to make unnecessary borrowing.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of RFO (Section 151, Local Government Act 1972)</li> <li>• Income and Expenditure monitored monthly.</li> <li>• Internal Audit controls.</li> <li>• Regular reserve balance monitoring.</li> <li>• Management of the General Reserve balance in accordance with Council Policy.</li> </ul>	Critical	Unlikely	<ul style="list-style-type: none"> <li>• Monitor RFO performance, knowledge and training needs.</li> <li>• Avoidance of overspends by adhering to agreed budget priorities.</li> </ul>	
3. Assets	<ul style="list-style-type: none"> <li>• Asset register not adequately managed.</li> <li>• Poor maintenance.</li> <li>• Security/vulnerability of buildings or equipment.</li> <li>• Misuse of assets.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Personal injury.</li> <li>• Disruption to service delivery.</li> <li>• Service fails to maintain existing status under inspection regimes.</li> <li>• Asset registers are inaccurate.</li> <li>• Inadequate Insurance levels.</li> <li>• Qualified Audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Asset Registers are updated upon acquisition and disposal of assets.</li> <li>• Asset Registers are reviewed and approved by Council annually.</li> <li>• Council has an approved Asset Management Policy &amp; Procedure for tangible assets.</li> <li>• CCTV.</li> <li>• Buildings secured with shutters and alarm systems.</li> <li>• Vehicle trackers.</li> <li>• Assets sign/in out forms in place.</li> <li>• Insurance reviews/updates.</li> </ul>	Moderate	Probable	<ul style="list-style-type: none"> <li>• Improved maintenance, management and budgetary provision for Council property and land.</li> <li>• Ensure adequate financial resources are prioritised for maintenance and repair of assets as part of the budget setting process.</li> </ul>	recruitment of a Projects & Facilities Officer outstanding

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
4. Financial controls and Records.	<ul style="list-style-type: none"> <li>• Lack and knowledge of RFO and other staff.</li> <li>• Year-end accounts not prepared, inaccurate or not in accordance with the Accounts and Audit Regulations.</li> <li>• Inadequate reporting.</li> <li>• Charity funds not managed appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Inability to meet statutory duties.</li> <li>• Late or non-submission of annual accounts.</li> <li>• Reputational Damage.</li> <li>• Intervention or sanctions by regulatory body.</li> <li>• Failure to complete VAT Return.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of RFO (Section 151, Local Government Act 1972).</li> <li>• Financial Regulations in place.</li> <li>• Internal and External Audit.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>• Monitor RFO performance, knowledge, and training needs.</li> </ul>	
5. Banking Arrangements, including cash.	<ul style="list-style-type: none"> <li>• Inadequate internal processing.</li> <li>• Banking arrangements.</li> <li>• Loss through theft and dishonesty.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Split staff duties.</li> <li>• Income receipted and banked in accordance with Cash Handling Policy.</li> <li>• Bank reconciliation signed off by two Members.</li> <li>• Anti-Fraud and Corruption &amp; Whistleblowing Policy in place.</li> <li>• Fidelity Guarantee of £1,000,000.</li> <li>• Loan repayments are factored into budget.</li> <li>• Internal Audit checks.</li> <li>• Internet Banking access restricted.</li> <li>• Council opened a CCLA Pub Sector Deposit Fund Account.</li> </ul>	Minor	Remote		



Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
6. Staff salaries and expenses and Members Participation and Travel Allowances.	<ul style="list-style-type: none"> <li>•Lack of payroll knowledge.</li> <li>•Payments made in error.</li> <li>•Incorrect PAYE, NI and Pension Deductions.</li> <li>•Non-compliance of Automatic Enrolment.</li> <li>•Late payments to HMRC and fines issued.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>•Inability to meet statutory duties.</li> <li>•Qualified Audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Computerised payroll software calculates salaries, NI, Tax and Pension Contributions.</li> <li>• Recovery of staff overpayments factored into contracts of employment.</li> <li>• Wage increases via NJC pay scales.</li> <li>• Approved Members Allowance Scheme.</li> <li>• Members Participation/Officer allowances approved by Council.</li> <li>• Internal Audit checks.</li> <li>• Administration &amp; Finance Officer trained in payroll knowledge</li> <li>• Members Scheme Allowance Policy reviewed.</li> </ul>	Insignificant	Remote		Members Allowances process and procedure review for 2023/24 financial year.
7. Grants – payable and receivable.	<ul style="list-style-type: none"> <li>• Grants made outside of council statutory provisions.</li> <li>• Funded projects run over budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Inability to meet statutory duties.</li> <li>• Qualified Audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Donation requests are made in accordance with the donation policy and approved by council.</li> <li>• An annual summary of discounted/free room use is circulated to Council and published.</li> <li>• GPoC achieved</li> </ul>	Insignificant	Remote		

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
8. Loss of Local Council Tax Reduction Support.	<ul style="list-style-type: none"> <li>Reduction and loss of funds payable from Durham County Council.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Reduction/loss of services.</li> <li>Staff redundancies.</li> </ul>	<ul style="list-style-type: none"> <li>The Council have increased their General Reserve Fund.</li> <li>Regular reserve balance monitoring to ensure the General Reserve balance threshold is observed.</li> <li>General and Earmarked Reserves will be reviewed on the conclusion of Year End, at which point Members will consider and approve any virement of funds.</li> </ul>	Critical	Highly Probable	<ul style="list-style-type: none"> <li>Avoidance of overspends by adhering to Strategic Plan priorities.</li> <li>Any additional priorities identified should include a resolution of how expenditure will be met.</li> </ul>	Durham County Council reducing benefit by 50% over 3 years beyond 2023/24.
9. Inflation	<ul style="list-style-type: none"> <li>Unavoidable inflationary increases.</li> <li>Contractual increases.</li> <li>Unknown/Unplanned Expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Unplanned Expenditure.</li> <li>Budget Impact.</li> <li>Precept Impact.</li> </ul>	<ul style="list-style-type: none"> <li>Inflation accounted for as part of the budget setting process.</li> </ul>			Minor	Probable
10. Fall in Demand for Services and Reduced Income.	<ul style="list-style-type: none"> <li>Budget constraints impact the quality of services on offer.</li> <li>Changes to approved fees and charges, the income of which was factored into the budget.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> </ul>	<ul style="list-style-type: none"> <li>Council has approved fees and charges, which are reviewed annually.</li> </ul>	Moderate	Probable	<ul style="list-style-type: none"> <li>Making use of any available funding to improve assets/facilities.</li> <li>Review of subsidised service levels.</li> <li>Customer feedback.</li> <li>Use of Social Media platforms.</li> </ul>	

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
11. National Living Wage, NJC Pay Increases and Grading Restructure.	<ul style="list-style-type: none"> <li>• Pay and on-costs associated with pay increases.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Precept Impact.</li> <li>• Staff Redundancies.</li> </ul>	<ul style="list-style-type: none"> <li>• Council increased General Reserve Fund.</li> </ul>	Moderate	Probable		NJC pay increases.
12. Fraud, theft and dishonesty.	<ul style="list-style-type: none"> <li>• Inadequate internal processing.</li> <li>• Banking arrangements.</li> <li>• Loss through theft and dishonesty.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Split staff duties.</li> <li>• Income receipted and banked in accordance with Cash Handling Policy.</li> <li>• Bank reconciliation signed off by two Members.</li> <li>• Anti-Fraud and Corruption &amp; Whistleblowing Policy in place.</li> <li>• Fidelity Guarantee of £1,000,000.</li> <li>• Loan repayments are factored into budget.</li> <li>• Internal Audit checks.</li> <li>• Internet Banking access restricted.</li> </ul>	Moderate	Remote		

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
13. Contracts Management.	<ul style="list-style-type: none"> <li>• Procurement arrangements not followed.</li> <li>• The Public Contracts Regulations 2015 not followed.</li> <li>• Tender process not followed.</li> <li>• Bribery.</li> <li>• Lack of adequate insurance from contractor.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Regulations in place.</li> <li>• Internal and External Audit.</li> <li>• Professional and technical assistance acquired where necessary.</li> <li>• Tender opening registers.</li> <li>• Minutes record details in sufficient detail.</li> <li>• Insurance details of contractor checked.</li> <li>• WiP cover where necessary.</li> </ul>	Moderate	Unlikely		
14. Borrowing	<ul style="list-style-type: none"> <li>• Unnecessary borrowing.</li> <li>• Inability to finance repayments.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Council approval is required for an application for borrowing.</li> <li>• Community consultation required as part of application process.</li> <li>• Loan repayments are factored in the budget.</li> <li>• Interest rates are fixed.</li> </ul>	Major	Remote		
15. VAT	<ul style="list-style-type: none"> <li>• Lack and knowledge of RFO and other staff.</li> <li>• Delays with accounts input.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Intervention or sanctions by HMRC.</li> <li>• Failure to complete VAT Return.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Regulations in place.</li> <li>• Internal and External Audit.</li> <li>• Reminders set to submit VAT Return.</li> <li>• Computerised accounts software prompts.</li> </ul>	Moderate	Unlikely		

## HORDEN PARISH COUNCIL STRATEGIC RISK REGISTER

February 2024

GREEN AREA DENOTES APPETITE TO RISK

<b>IMPACT</b>	CRITICAL	1	4, 6	7	3	
	MAJOR		4, 6			
	MODERATE		5			
	MINOR			2		
	INSIGNIFICANT					
		REMOTE ( < 11%)	UNLIKELY (11 – 30%)	POSSIBLE (31 – 60%)	PROBABLE (61 – 80%)	HIGHLY PROBABLE (> 80%)

**LIKELIHOOD OF RISK OCCURRING**



Risk	Causes of Risk	Potential Impact	Existing controls	Impact Likelihood	Planned Control Improvements	Changes/comments since last update
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Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
1. Legal powers exceeded.	<ul style="list-style-type: none"> <li>Lack of knowledge of regulations and codes.</li> <li>Resolutions made outside of Council statutory provisions and powers.</li> <li>Illegal activity or payment.</li> </ul>	<ul style="list-style-type: none"> <li>Legal action or challenge.</li> <li>Reputational Damage.</li> <li>Financial Damage.</li> </ul>	<ul style="list-style-type: none"> <li>Members have copies of Standing Orders, Financial Regulations and Code of Conduct.</li> <li>Training is available to all Members.</li> <li>Council subscribe to, and utilise, advisory services.</li> <li>Annual review of Governing documents.</li> <li>Minutes record decisions in sufficient detail to ensure compliance.</li> <li>GPoC adopted – eligible to May 2025</li> </ul>	Critical	Remote	<ul style="list-style-type: none"> <li>A Training and Development Policy to be developed.</li> </ul>	<p>ToRs/Scheme of Delegations reviewed May 2023.</p> <p>Member training needs assessment outstanding/ongoing .</p>
2. To identify and regularly review council priorities.	<ul style="list-style-type: none"> <li>Lack of effective lines of communication with Council and residents.</li> </ul>	<ul style="list-style-type: none"> <li>Reputational Damage.</li> <li>Financial Loss.</li> </ul>	<ul style="list-style-type: none"> <li>Asset priorities identified</li> </ul>	Minor	Possible	<ul style="list-style-type: none"> <li>Community Engagement Strategy.</li> <li>Strategic Plan – staff and Members to contribute.</li> </ul>	<p>Council to determine priorities via Strategic Plan.</p>
3. Staff	<ul style="list-style-type: none"> <li>Loss of staff.</li> <li>Long-term staff absences.</li> </ul>	<ul style="list-style-type: none"> <li>Inability to meet statutory duties.</li> <li>Reputational damage.</li> <li>Financial Loss.</li> </ul>	<ul style="list-style-type: none"> <li>Employee Forum established September 2021.</li> <li>Appraisal/development process in place.</li> </ul>	Critical	Probable	<ul style="list-style-type: none"> <li>HR policy review.</li> <li>Staff training needs identified.</li> <li>One-to-ones with Line Manager.</li> </ul>	

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
4. Council Records – Paper and Electronic	<ul style="list-style-type: none"> <li>Loss through theft, fire, flood or other damage</li> </ul>	<ul style="list-style-type: none"> <li>Inability to meet statutory duties.</li> <li>Legal challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes pre-2011 are scanned and stored at Archive Office.</li> <li>Document Retention Policy in place.</li> <li>Digitalisation of cemetery records in progress.</li> <li>Document safe now in Council Office.</li> <li>Documents backed up on MS Cloud.</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>Deeds and important documents to be scanned and stored digitally.</li> </ul>	
5. Freedom of Information, Data Protection.	<ul style="list-style-type: none"> <li>Non-compliance with Acts</li> </ul>	<ul style="list-style-type: none"> <li>Reputational risk.</li> <li>Legal challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Registration with ICO.</li> <li>Publication Scheme in place.</li> <li>Members have Council email addresses.</li> <li>Rights of inspection adhered to.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>Policy reviews</li> <li>Staff and Councillor training.</li> </ul>	
6. Governance Arrangements	<ul style="list-style-type: none"> <li>Non-compliance with statutory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Reputational risk.</li> <li>Legal challenge.</li> <li>Inability to meet statutory duties.</li> </ul>	<ul style="list-style-type: none"> <li>Governance Documents in place.</li> <li>Transparency Code followed.</li> <li>Publication Scheme in place.</li> <li>Code of Conduct – Members registers in place.</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>Policies and procedures under review.</li> </ul>	
7. Risk Management	<ul style="list-style-type: none"> <li>Lack of knowledge of regulations and codes.</li> <li>Outdated/not fit-for purpose policies and procedures.</li> <li>Changes to legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Legal action or challenge.</li> <li>Reputational Damage.</li> <li>Financial Damage.</li> </ul>	<ul style="list-style-type: none"> <li>Policies in place.</li> <li>Insurance policies in place.</li> <li>Public Liability limit of indemnity set at £15,000,000.</li> <li>Play equipment inspected daily/weekly with an annual inspection carried out by external contractor Play Safety (ROSPA).</li> </ul>	Critical	Possible	<ul style="list-style-type: none"> <li>Existing policies and procedures, including Health and Safety, to be reviewed in 2023/24.</li> </ul>	

## 2023/24 Review of the Effectiveness of Internal Control

### 1. Background

- 1.1 The Accounts & Audit Regulations 2015 regulation 6 requires smaller authorities, which includes parish councils, to conduct a review of the effectiveness of the system of internal control.
- 1.2 The Council is required to be in a position to make a positive response to the statement “We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness” Assertion 2 in the Annual Governance Statement in the Annual Governance and Accountability Return (AGAR) which forms part of the external audit.
- 1.3 Joint Panel on Accountability and Governance (JPAG) Practitioners’ Guide is the guide to “proper practices” and states that to warrant a positive response to the statement the council requires a number of processes to be in place and effective.
- 1.4 The processes contained therein have been reviewed and comments in italics and bold below in the report.

### 2. Processes Reviewed

#### 2.1 Standing Orders and Financial Regulations.

The authority needs to have in place standing orders and financial regulations governing how it operates. Authorities should ensure that they are working from the latest model and that it has been appropriately adapted for their size and requirements. This should be reviewed and minuted annually.

***Financial Regulations were last reviewed and adopted by Council in May 2023; Standing Orders were last reviewed and adopted in June 2023.***

Financial Regulations should include a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work. Standing Orders will state a higher value above which competitive tenders by sealed bid should be invited

***Financial Regulations and Standing Orders comply with this requirement.***

As far as possible, a fully priced official order should be sent to suppliers in advance of delivery of goods. Official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority’s name. Officers and practitioners should keep up to date with VAT Guidance issued by HM Revenue and Customs.

***Purchase Orders are raised for transactions not covered by regular “contracts” such as utilities, trade waste and debit card transactions. Officers are conversant with VAT requirements, a book written by sector specialists has been recently purchased to assist knowledge.***

#### 2.2 Safe and Efficient Arrangements to Safeguard Public Money.

Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts.



**Accounts for payment** - The payments process should always be carried out in accordance with the authority's Financial Regulations. All payments made since the last meeting should be reported to the next authority meeting. Members should never sign blank cheques or authorise funds transfers which are presented to them unsupported by the appropriate documentation.

***Arrangements are covered by Financial Regulations and monitored by the RFO and Internal Auditor. Council receives a monthly report and two councillors are appointed each month to check supporting documentation which is signed off.***

**Petty cash** - should be kept to a minimum and should not be used when a traceable payment method is available. Complete records of the receipts and payments should be maintained including VAT analysis, and regular reconciliation performed, and reported at each authority meeting.

***Complete records are maintained and VAT applied. A monthly reconciliation is carried out.***

***ACTION: to date the petty cash has not been reported, this is rectified in March 2024 and will be reported regularly.***

Where a credit note or refund is issued to a customer or received from a supplier, the two amounts may be "netted off" to reduce the value of the original budget line.

***This procedure is followed in accounts package.***

Effective debt collection is an essential part of proper financial management. Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.

***Invoices are raised in a timely manner, no recovery action has been required.***

Irrecoverable debts should be written off, after full consideration of the possibilities for, and the likely costs of, pursuing the debt. Uncollectable amounts, including bad debts, should only be written off with the approval of members, or under delegated authority, by the RFO. The approval should be shown in the accounting records.

***No bad debts have arisen.***

Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.

***Covered by Financial Regulations and monitored by the RFO and Internal Auditor.***

Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations.

***Adequately covered and reviewed by Internal Auditor.***

Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.

**Council approved the change of signatories including adding the Deputy Clerk. Sweeping arrangements have been cancelled as they were not utilised and charges were being levied.**

The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

**Reviewed and approved in November 2023.**

If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account.

**The Council do not have a credit card, debit card transactions are reported monthly.**

Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

**Internal procedures implemented with staff. New staff have been given Financial Regulations and training by the Clerk to the Council, they are also given regular reports.**

- 2.3 **Employment.** The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
- Remuneration payable to employees reported to Personnel Committee and then Council December 2022 with approval of pay award. Payments of salaries and wages covered by Financial Regulations and monitored by RFO and Internal Auditor. Employees have access to the Local Government Pensions Scheme and has met its obligations in relation to Pension Reform and Automatic Enrolment, renewed in February 2022.**

Authorities are required to be registered with HMRC.

**HPC is registered with HMRC.**

Authorities should pay particular attention to situations where contractors are engaged to carry out the authority's services. Occasions may arise when contractors cease to be self-employed and become employees for tax purposes.

**There are no contractors to whom this applies.**

All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity guarantee insurance.

**Employers Liability and Fidelity Guarantee insurance are in place.**

Authorities should have regard to guidance on employment matters issued jointly by NALC and SLCC.

**HPC follows sector advice and is also a member of North East Regional Employers' Organisation (NEREO) who provide employment law updates.**

2.4 **VAT.** The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

*The RFO has managed the quarterly VAT Returns in a timely manner and complied with Making Tax Digital using the Rialtas accounts package. Processes checked by Internal Auditor.*

2.5 **Fixed Assets and Equipment.** The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

*Asset Management Policy and Procedure in place to manage acquisitions and disposals. Asset management software in use. Council approve asset registers annually. Processes checked by Internal Auditor.*

2.6 **Loans and Long Term Liabilities.** Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.

*Covered by Financial Regulations. No new loans taken out in 2023/24.*

2.7 **Review of effectiveness.** Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. *The purpose of this report is to comply for 2023/24.*

### **3. Recommendation**

The Council is recommended to **CONSIDER** and **APPROVE** the effectiveness of the review of internal control for the 2023/24 financial year.

**Horden Parish Council**

**Donations Policy**

**Introduction**

Horden Parish Council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of the village.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the village. In order to utilise the Council's resources prudently, it is necessary to implement guidelines to follow when deciding upon making a donation. This policy sets out the procedure and criteria to follow when applying for a donation and for the Council when deciding upon conferring a donation.

**Policy Statement**

It is the policy of Horden Parish Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

To ensure that all requests are considered fairly and equitably, the following should be submitted to the Clerk to the Council when making a request;

1. A copy of the donation request application be submitted.
2. A copy of the most recent annual statement of accounts available.
3. A financial projection or budget for the period following the accounts.
4. Any additional relevant information that the organisation considers will support their application.

**Note:** If the organisation does not have a copy of an annual statement of accounts it should provide a business plan including an estimated income/expenditure forecast for at least the current financial year.

**Conditions of donation**

Applications will be considered from organisations on the following conditions;

1. Applications will only be accepted from Charitable and/or non-profit-taking organisations; applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's donation scheme.
2. Organisations applying to Horden Parish Council should be local to Horden or, if just outside the boundary, its work should be of significant benefit to the village and its residents;

3. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or fund to help persons outside the UK.
4. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment, however it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the village and its residents if the organisation are unable to continue or are hampered by lack of funds;
5. The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of donation.
6. Donations must be spent within the year, for the purpose for which they were given.
7. Donations will not be made to cover money already spent.
8. The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
9. Organisations receiving grant-aid in excess of £250, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
10. If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
11. The giving of a grant one year does not set a precedent for another year.
12. Organisations must have provided demonstrable benefit for Horden within the last 12 months or can demonstrate that benefit will be provided to the village within the next 12 months.
13. Requests will not be considered from individuals.
14. The decision of Horden Parish Council is final.

### **Horden Parish Council Grant Award Procedure**

1. All donation requests will be considered at the next parish council meeting after receipt of the application. If successful in securing a donation, this will be paid by cheque following the meeting.
2. All donation requests submitted via letter, email, telephone or other means of correspondence shall be referred back to the organisation

and will be provided with a copy of the policy and application form in order to re-submit their request.

3. Donation requests will be placed on the Financial and General Purposes Committee agenda for consideration at their next meeting on the first Thursday of each month.
4. At the meeting, the committee will first consider the financial position of the Parish and the budget available for donations, taking into context any other donation requests to be considered at that time.
5. The committee will decide which requests are to be refused and on which grounds.
6. Of those donation requests considered favorably, the committee will decide the level of support it is able to make in each case. The amount required notified by the applicant will be used as a guide only. Applicants who are able to demonstrate the greatest benefit within/for Horden as a proportion of their activity will be considered more favorably than those for whom such activity is marginal.

### **Application Process**

1. Organisations should request a copy of the grant awarding policy and application form from the council offices. No grant award may be considered without the submission of a grant request form.
2. The form should be filled in completely and comprehensively by the organisation and any supplementary information attached. Horden Parish Council reserves the right not to consider any grant request should any relevant information be omitted.
3. Forms should be returned to the Parish Council Office, no later than the third week of the month in order for the request to be included in the agenda for the next Finance and General Purposes Committee meeting for the coming month.
4. Organisations will be informed of the Finance and General Purposes Committee's decision following their monthly meeting which will commence on the first Thursday of each month.

**HORDEN PARISH COUNCIL**  
**DONATION REQUEST FORM**

Date: 23/01/2024

Organisation Name: County Durham Drug and Alcohol Service (Humankind)

Registered Charity Number (if applicable): 515755

Address: County Durham Drug and Alcohol Service, Horden Recovery Centre,  
Sunderland Road, Horden, SR8 4NU

Email: derek.bilton@humankindcharity.org.uk

Telephone: 07525256924

Contact Name: Derek Bilton

Amount required: £ 250

**Purpose:**

We are looking for a financial donation to help clear the site at our allotment. We have had the allotment landscaped but the price did not include clearance of soil and rubbish. We are looking to clear the site as soon as possible so we can begin working on the allotment with partner agencies (Homegroup / Horden Together) to grow fruit and vegetables etc.

Please explain the direct benefit to Horden of the activity of your organisation within last 12 months including the number of Horden residents who have benefited from this activity:

In 2023, we acquired an allotment in Horden on Sunderland Road. The allotment will support people in recovery from drug and/or alcohol misuse and we are hoping to involve partner agencies such as Homegroup to get involved with activities on the site.

As well as the practical side, staff and volunteers will be trying to engage with our service users to support their recovery by motivating individuals and signposting them to other local activities.

The idea is for the allotment to be a community project for Horden, raising awareness of social value within our service.

For our clients, sometimes getting off alcohol or drugs is not always the most difficult thing to do. The most difficult thing to do is staying off it and developing more positive routines. We feel the allotment will support recovery in Horden and is a great example of 'community recovery capital'.

Homegroup themselves have reached out and said that they will lose their own community allotment as part of the Masterplan and were seeking alternative allotment sites, so we feel this is a great opportunity to do some joint working with our clients who are based in Horden.

The proportion of overall activity that the work within / for Horden represents in percentage terms of the applicant's work:

The activity that the money would be spent on - removal clearance work – would only take one day (or less).

We (County Durham Drug and Alcohol Service) are looking to have a presence at the allotment for 3 days a week after that with Homegroup, Horden Together and other partner agencies also spending time at the allotment through the week with their clients.

If your organisation works with children or vulnerable adults (i.e. the elderly or the disabled), have your staff undergone DBS checks and are your safeguarding policies up-to-date?

We do not work with children but do work with some vulnerable adults and dual diagnosis clients.

Our staff and volunteers undergo DBS checks and we have our own safeguarding policies and risk assessments to ensure safe working and supervision of the allotment.

Other relevant information in support of application:

We have spent our yearly budget (which won't renew until April 2024) and have put in a lot of work already at the allotment but need alternative funding to try and clear the site so we can start proper plot maintenance / cultivation.

Send application to: **Horden Parish Council, Seventh St, Horden Social Welfare Centre, Horden, Peterlee, Co. Durham, SR8 4LX**

Email: [admin@horden-pc.gov.uk](mailto:admin@horden-pc.gov.uk) Telephone 0191 5180823



Hi,

Thank you for getting back to me.

**Q Can you please provide a copy of you most recent annual statement of accounts?**

A Humankind's latest filed accounts are now a public record and can be viewed by accessing the following link:

<https://find-and-update.company-information.service.gov.uk/company/01820492/filing-history>

**Q - Can you clarify if you have requested any support for funding from any other agencies/funders including Durham County Council?**

A - We have received £125 from Happiness Hubs and this cash will go towards final clearance of the allotment.

We have also had a separate grant of £496.93 from Horden Community Activator Small Grant Fund but this money is being spent on a greenhouse once the plot is clear.

**Q - Can you provide a breakdown in costs, and if using a supplier have you received a quotation?**

A - Company we used previously (Eco Mortar - Hartlepool) charged £300 plus VAT per grab on the min digger. We therefore estimate the allotment needs 2 (maximum 3) grabs to be cleared satisfactorily.

Eco Mortar in Hartlepool have quoted us £300 plus VAT per grab for further work.

**Q - Can you clarify how this project compliments a similar allotment group in Horden in which Homegroup are already involved with?**

A - Gemma Rowe (Horden Together) had a meeting with Homegroup wc 22/01/2023 and they mentioned that they will lose their community allotment as part of the 'Masterplan' and were seeking alternative allotment sites.

As part of County Durham Drug and Alcohol Services Social Value offer we need to:

Integrate Social Value into our delivery models and programmes

Raise awareness of Social Value within the service

Consult with and communicate our Social Value offer to service users

Therefore we would welcome Homegroup sharing our plot for the mutual benefit of our clients and the wider Horden community.

If you require any further information please let me know.

Best Wishes,

*Derek Bilton*

Project Manager  
County Durham Drug and Alcohol Service  
Horden Recovery Centre  
Sunderland Road  
Horden  
SR8 4NU  
T: 03000 266 666 (Option 5)  
M: 07525256924

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for fair chances

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Contact: John Hewitt  
Main Tel: 03000 260000  
email: [john.hewitt@durham.gov.uk](mailto:john.hewitt@durham.gov.uk)  
Your ref:  
Our ref: JH/KS



Samantha J Shippen  
Clerk to the Council  
Horden Parish Council  
Social Welfare Centre  
Seventh Street  
Horden  
Peterlee  
County Durham  
SR8 4LX

12 February 2024

Dear Ms Shippen,

Thank you for your correspondence on 11 January 2024.

As set out in my email of 15 January 2024, I can confirm that the Cabinet were made aware of your letter in relation to the proposed investment in Horden prior to them considering the report.

The masterplan development has been through extensive public consultation over a number of years and received significant support from the local community. The redline boundary has remained unchanged since its inception in 2019. Third Street has been included within the masterplan area throughout this time.

Third Street is intended to be the first phase of delivery for the Horden Masterplan. The aim is that through committing DCC's £6.2m investment in a first phase of development, that it will act as a catalyst for regeneration and future investment from public and private sector partners.

When identifying a first phase that will maximise the impact for the funding we have available, it is important to consider factors such as the viability and commercial proposition of the site to maximise the chances of securing a delivery partner. Third Street and the adjacent land allow for a larger development plot with frontage, to include green space and open areas, making this more attractive to strategic partners.

The Project Team have reviewed your alternative proposal for redevelopment, which includes the acquisition and demolition of 113 houses, 4 commercial units and 5 garages. Development cost associated with a project of this nature are extensive and include acquisition, demolition, site remediation works and associated legal, planning and technical fees. As a result, the proposal far exceeds the £6.2m budget that is available.

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### **Chief Executive**

Durham County Council, County Hall, Durham DH1 5UF  
Main Telephone (03000) 26 00000

Text Messaging Service 07860 093 073 – Your message must start with the word: INFO  
[www.durham.gov.uk](http://www.durham.gov.uk)

The area identified within your proposals is included within future phases of the masterplan development. The proposed development area is an opportunity when considered part of a wider scheme, however when delivered independently it would be considered less commercially attractive due to its lack of frontage and linkages to poorer quality houses. The council will continue to explore all public and private sector funding available to meet the funding gap to continue the delivery of the Masterplan.

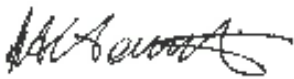
In conjunction with the first phase of masterplan delivery, the Horden Together Team are working alongside partners to prepare a targeted interventions action plan for neighbouring streets. The action plan will aim to address some of the issues faced in these streets and support the regeneration of the area.

DCC Cabinet met on 17 January 2024 and have subsequently agreed the proposed acquisition of properties in Third Street.

I do know the team have been working extremely hard to reach a point of work starting in Horden, which we hope and anticipate is the beginning of a wider programme of improvements and regeneration with the involvement of the private sector and partners.

I have spoken to Susan Robinson prior to responding who is more than happy to meet to discuss any concerns in more detail. Please let me know if you would like Susan to arrange to meet with the council.

Yours Sincerely



John Hewitt  
Chief Executive Officer

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**Chief Executive**

Durham County Council, County Hall, Durham DH1 5UF  
Main Telephone (03000) 26 00000

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[www.durham.gov.uk](http://www.durham.gov.uk)

Dear Sir/Madam,

The Council is now consulting on three documents relating to the **County Durham Minerals and Waste Policies and Allocations Document (M&WDPD)**. The Council submitted the County Durham Minerals and Waste Policies and Allocations Document (M&WDPD) to Government for soundness and legal compliance testing on 3<sup>rd</sup> July 2023. An Examination subsequently began and Public Hearings were held by Independent Planning Inspectors between 26<sup>th</sup> and 28<sup>th</sup> September 2023. The examination is still ongoing and will not end until the Planning Inspectors issue their report. Following the Public Hearings the Council is now consulting upon:

1. **Schedule of Main Modifications to the County Durham Minerals and Waste Policies and Allocations Document (M&WDPD)** (January 2024). Main Modifications (MM's) are changes that tend to affect the substance or application of a policy within a Development Plan Document (DPD). They can only be made where the Planning Inspectors appointed to examine a DPD consider them to be necessary to secure its soundness and/or legal compliance.
2. **Schedule of Proposed Changes to the Adopted Policies Map** (January 2024); and
3. **Sustainability Appraisal and Habitats Regulations Assessment Main Modifications Addendum** (January 2024).

A number of other supporting documents have also been prepared which are not subject to consultation. These are:

- **Schedule of Additional Modifications (AMs) to the Publication Draft County Durham Minerals and Waste Policies and Allocations Development Plan Document (M&WDPD)** (January 2024). Additional Modifications (AM's) can include the correction of grammatical or typographical errors, and other alterations not directed to addressing soundness or legal compliance issues.
- For reference purposes only a **Track Changes version of the Publication Draft County Durham Minerals and Waste Policies and Allocations Development Plan Document (M&WDPD) (January 2024)**. This document shows both MMs and AMs.
- An updated **Equality Impact Assessment Screening Report on the Schedule of Main Modifications to the Publication Draft County Durham Minerals and Waste Policies and Allocations Development Plan Document** (October 2023).
- A **Notice of Consultation on the Main Modifications** has also been prepared.

This is the final stage of consultation upon the County Durham Minerals and Waste Policies and Allocations Document. Subject to the Planning Inspectors findings the Council will seek to adopt the Minerals and Waste Policies and Allocations Document incorporating main and additional modifications. It is intended that this document will eventually form part of the statutory development plan for County Durham and together with the County Durham Plan, it will be used to make decisions on planning applications for mineral working (quarrying and related development) and on new waste management facilities.

Should you wish to view the consultation documents, further details are available on our website, on the Council consultation web page: <https://www.durham.gov.uk/consultation>. They can also be accessed from the Durham County Council Planning Policy Consultations

web page where they can be downloaded and comments made: <https://consult-durhamcc.objective.co.uk/kse/> They are also upon the County Durham Minerals and Waste Policies and Allocations Document 'Examination - latest news and examination library webpage': <https://consult-durhamcc.objective.co.uk/kse/folder/97511>.

Hard copies of the documents are also available for reference purposes at the Help Desk at County Hall and at Council customer access points. If you are unable to view the documentation online or at the above sites, please contact us to request a paper copy of the document(s) that you require, and we will send the document(s) to you by post.

You can make your comments known to us in a number of ways, but we would encourage you to submit your views online, via our Planning Consultation Portal at: <https://consult-durhamcc.objective.co.uk/kse>.

You can also send us your comments by e-mail to: [spatialpolicy@durham.gov.uk](mailto:spatialpolicy@durham.gov.uk).

You can also send us your comments to our freepost address: **FREEPOST Spatial Policy**. No further address details are required.

Comments need to be made by **4.30pm, Friday 8<sup>th</sup> March 2024**.