

Horden Parish Council

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

25 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 4 April 2024 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 4 April 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 7 March 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. **Minutes of Personnel and Social Welfare Centre and Events Committees**
 - a) **Personnel Committee** – to receive the information.
 - b) **Social Welfare Centre and Events Committee** – to receive the information.
6. **Register of Delegated Decisions** – to note that there are no decisions to report.
7. **Damage and Incident Reports(s)** – to note that there is no report.
8. **Cemetery Burial and Income Report 26.02.23 – 22.03.24 (enclosed)** – to receive the information.
9. **Parish Council Financial:**
 - a) **Bank Balances** – to receive balances at 29.02.24.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 29.02.2024.
 - c) **Cash Withdrawals, Debit Card Transactions** – to approve report.
 - d) **Bank Transfer(s)** – to approve any transfer(s).
10. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
11. **Members/Officers Allowances** – to consider any claims for approval.
12. **NAC Conference Leisure and Tourism** – to consider report.
13. **Date of Annual Meeting** – to agree to move meeting to 9th May 2024.
14. **Exclusion of Press & Public** - In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Council is requested to RESOLVE to exclude the press and public from the meeting for the following item of business on the grounds that it involves information prejudicial to the public interest by reason of legal and confidential nature of the business to be transacted.
15. **Durham County County/Social Welfare Centre Licence** – to consider update.



Samantha Shippen
Clerk to the Council
25 March 2024

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 7 March 2024

- Present:** Councillor F Leadbitter (Chairman)
Councillors T Baldasera, C Cain, E Laing, W Morrow, W Smith, D Tait, J Ward, F Winrow and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk).
- HPC 23/24/190** **Apologies for Absence.**
RESOLVED: That apologies were **RECEIVED** for Councillor A Turner.
- HPC 23/24/191** **Declarations of Interest.**
No declarations of interest raised.
- HPC 23/24/192** **Minutes of the Horden Parish Council Meeting held 1 February 2024.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 23/24/193** **Public Participation.**
No members of the public were present.
- HPC 23/24/194** **Register of Delegated Decisions.**
There were no delegated decisions to report.
- HPC 23/24/195** **Damage and Incident Reports.**
RESOLVED: Council **NOTE** the information.
- HPC 23/24/196** **Cemetery Burial and Income Report 23 January 2024 to 22 February 2024.**
RESOLVED: Council **NOTE** the information.
- HPC 23/24/197** **Parish Council Financial:**
a) **Bank Balances**
RESOLVED: Council **APPROVE** the Bank Balances at 31/01/2024 as £902,273.35 for signature by Councillors W Smith and W Morrow.
- HPC 23/24/198** b) **Finance Report to 31/01/2024.**
RESOLVED: Council **APPROVE** the Income, Expenditure and Variances Report to 31/12/2023.
- HPC 23/24/199** c) **Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council **APPROVE** Cash Withdrawals and debit cards transactions for January 2024.
- HPC 23/24/200** d) **Petty Cash.**
RESOLVED: Council **APPROVE** petty cash transactions totalling £1,077.01.
- HPC 23/24/201** e) **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 23/24/202** **Invoices for endorsement for payment.**
RESOLVED: to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £39,597.33 Councillors W Smith and W Morrow to authorise.
- HPC 23/24/203** **Members/Officers Allowances.**
No Members/Officers allowances to report.
- HPC 23/24/204** **Risk Management Review**
a) **Financial.**
RESOLVED: Council **APPROVE** financial risk register.
- HPC 23/24/205** b) **Strategic.**
RESOLVED: Council **APPROVE** strategic risk register

- HPC** **Review of Effectiveness of Internal Control.**
23/24/206 **RESOLVED:** Council **APPROVE** the review of Effectiveness of Internal Control.
- HPC** **Humankind Donation Request**
23/24/207 **RESOLVED:** To advise Officers to request full set of accounts to enable the request to be considered at a future meeting.
- HPC** **Cemetery.**
23/24/208 a) **Improvement to area around teddy bear.**
RESOLVED: Council **AGREE** to support the improvement to the area.
- HPC** b) **Friends of Thorpe Road Cemetery.**
23/24/209 **RESOLVED:** Council **AGREE** to support the friends of group.
- HPC** **Review of Warm Space.**
23/24/210 **RESOLVED:** Council **APPROVE** to continue with provision of the Warm Space on Tuesday only to be implemented after the Easter break with a reduced provision of tea, coffee and biscuits.
- HPC** **DCC Masterplan Correspondence.**
23/24/211 **RESOLVED:** Council **NOTE** the correspondence from Durham County Council.
- HPC** **County Durham Minerals and Waste Policies and Allocation.**
23/24/212 **RESOLVED:** Council **RECEIVED** the information.
- HPC** **Exclusion of Press & Public**
23/24/213 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.
- HPC** **Horden Together Licence.**
23/24/214 **RESOLVED:** To advise the Clerk to seek legal advice.

Meeting concluded at 7.30pm

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
Go2 Electrical Services	28.02.24	Supply & Fit Light Panel SWC Landing	£80.00	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
Information Commissioners Office	09.02.24	Annual Data Protection Fee	£35.00	D/D
ITC Service Limited	29.02.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate 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
Geo Robinson & Son	29.02.24	Staples, WD40 & Gorilla Glue	£14.54	BACS
Screwfix	09.02.24	Convactor Heather - 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
Treasured Memories Ltd	29.02.24	Memorial Plaque - NJT	£188.40	BACS
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
OTHER PAYMENTS				
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	313542
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	313543
Horden Parish Council FEBRUARY 2024 TOTAL			£39,597.33	

HORDEN PARISH COUNCIL
PERSONNEL COMMITTEE
Minutes of Meeting held 1st March 2024

Present: Councillor W Morrow (Vice-Chairman).
Councillors J Ward, T Baldersera, L Williams and F Leadbitter.

Staff: Mr C Jackson – Deputy Clerk to the Council.

PERS **Apologies for Absence**

23/24/006 No apologies received.

PERS **Declarations of Interest**

23/24/007 There were no declarations of interest.

PERS **Minutes of Personnel Committee held 1st December 2023**

23/24/008 **RESOLVED** that the minutes, which had previously been presented to Council, be **APPROVED**.

PERS **Exclusion of Press and Public**

23/24/009 **RESOLVED** that due to the nature of the business relating to staff, that the press and public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

PERS **Staff Grievance.**

23/24/010 Councillor F Leadbitter reported on investigation into the staff grievance.

Councillor F Leadbitter left the meeting at 3.07pm

PERS **RESOLVED** the committee discussed the grievance and a confidential report has been made to support the decision. Parties involved will be notified that this decision is final by letter.

23/24/011

Meeting Concluded at 3.30pm

SOCIAL WELFARE CENTRE AND EVENT MANAGEMENT COMMITTEE
Minutes of Meeting held 21st March 2024

Present: Councillor F Winrow (Vice Chairman).
Councillors P Laing and F Leadbitter.

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

SWC/ **Apologies for Absence.**
23/24/010 No apologies were received.

SWC/ **Declarations of Interest.**
23/24/011 There were no declarations of interest.

SWC/ **Minutes of Meeting held 22 June 2023.**
23/24/012 Minutes were approved as a correct record and signed by the Chairman.

SWC/ **Public Participation.**
23/24/013 Committee received no representation.

SWC/ **Post Event Report 2023.**
23/24/014 Committee discussed the SWC and Event Manager's report reflecting on positives and negatives and improvements for future events.
RESOLVED: to start the parade for Remembrance at 10.40am; it was **NOTED** that some veterans are dissatisfied with the person appointed as parade marshal.

SWC/ **Events Plan 2024.**
23/24/015 Committee reviewed the planned event schedule.
RESOLVED:

- i. **D-Day 80th Anniversary** – Beacon to be reviewed regarding re-use of Jubilee beacon; flags x3 to be ordered; expected attendance is 100; volunteers required for tea & coffee.
- ii. **Teddy Bears' Picnic** – SWC & Events Manager to check with the Outdoor Team Supervisor where and whether rides can fit before making any booking.
- iii. **Remembrance** – Bugler to be paid £30; first aid provision to be confirmed.
- iv. **Christmas Tree Lighting** - £100 donation for brass band.
- v. **Budget** - SWC and Event Manager to update proposals and present a budget plan with totals to the next meeting;
- vi. **Christmas Tree Lantern Parade** – Clerk to check with County Councillors regards funding.
- vii. Committee **APPROVE** the schedule.

SWC/ **SWC Boiler costs**
23/24/016 **RESOLVED:** that SWC & Events Manager ensure that the proposals will meet all of the requirements for heating the building and do a report with the specification and a breakdown showing a comparison of the quotations for the next meeting.

SWC/ **Next Meeting**
23/24/017 **RESOLVED:** that a meeting be held on Thursday 25th April 2024.

Meeting concluded at 7:25pm

Thorpe Road Cemetery Report 26th February to 22nd March 2024

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
D898	FULL BURIAL	NO	£900.00
A707	FULL BURIAL	YES	£300.00
P7	FULL BURIAL	YES	£300.00
GARDEN D 67	ASHES	YES	£200.00
M129	FULL BURIAL	YES	£300.00
		TOTAL	£2,000.00
PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
C554	NEW PURCHASE		£900.00
G738	TRANSFER		£30.00
P48	TRANSFER		£30.00
A707	NEW PURCHASE		£300.00
K104	TRANSFER		£30.00
GARDEN D 67	NEW PURCHASE		£200.00
		TOTAL	£1,490.00

SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
T8	HEADSTONE	YES	£100.00
N121	INSCRIPTION	YES	£60.00
N118	INSCRIPTION	YES	£60.00
T7	HEADSTONE	NO	£200.00
G811	INSCRIPTION	NO	£120.00
C252	HEADSTONE	NO	£200.00
M118	INSCRIPTION	YES	£60.00
L152	HEADSTONE	YES	£100.00
D399	HEADSTONE	NO	£200.00
T11	HEADSTONE	YES	£100.00
		TOTAL	£1,200.00

MEMORIAL BENCH/PLAQUE			FEE
BENCH			£670.00
PLAQUE			£170.00
		TOTAL	£840.00

MISCELLANEOUS			FEE
		TOTAL	£0.00
		TOTAL INCOME	£5,530.00

HORDEN PARISH COUNCIL 2023/24

Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Current Account	19,629.30
29/02/2024	Public Sector Reserve Account	285.44
29/02/2024	CCLA PUB. SECTOR	849,043.01
29/02/2024	BUSINESS SAVERS ACCOUNT	1,570.30

870,528.05

Other Cash & Bank Balances

93.73

870,621.78

Receipts not on Bank Statement

25.00

Closing Balance

870,646.78

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	19,654.30
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	849,043.01
5	BUSINESS SAVERS ACCOUNT	1,570.30
	Other Cash & Bank Balances	93.73
	Total Cash & Bank Balances	870,646.78

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 29 February 2024 – accounts on a straight line we should be around 91%. 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
1125 - Insurance	1	14,781/11,687	Complete for year	Overbudget £3,094 may need recharge to HRG	3/8/23
1126 - Photocopier	1	1,166/1,000	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
1420 - PK Misc	3	11,058/20	Memorial Park insurance repair		7/9/23
1616 - SWC cleaning	3	1,062/954	Increased costs		3/8/23
1649 - SWC catering	4	65/50	Additional cups & stirrers	Some re-allocation to Warm Hub	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

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Council
1196 - Bank Interest	1	27,455/10,000	CCLA dividends increased interest rate		3/8/23
1384 - Inc Cemetery Fees	1	55,010/45,000	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	32,722/28,350	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 29/02/2024

Month No: 11

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	789	780	(9)			101.1%
1196 INCOME-BANK INTEREST	27,455	10,000	(17,455)			274.6%
1198 LCTSS GRANT	57,991	115,982	57,991			50.0%
ADMINISTRATION :- Income	775,535	758,071	(17,464)			102.3%
1101 AD-WAGES	80,188	121,498	41,310		41,310	66.0%
1102 AD-EMPLOYERS NI	7,081	11,438	4,357		4,357	61.9%
1103 AD-EMPLOYERS PENSION	15,432	24,300	8,868		8,868	63.5%
1108 AD-STAFF TRAINING	30	0	(30)		(30)	0.0%
1110 AD-ROOM FEES	1,650	1,800	150		150	91.7%
1120 AD-MISCELLANEOUS	30	0	(30)		(30)	0.0%
1121 AD-TELEPHONE/FAX	1,146	1,489	343		343	76.9%
1122 AD-POSTAGE	260	350	90		90	74.3%
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	1,166	1,000	(166)		(166)	116.6%
1137 AD-PLANT & EQUIPMENT	30	220	191		191	13.4%
1151 AD-BANK CHARGES	690	1,700	1,010		1,010	40.6%
1152 AD-IT FEES	3,923	8,500	4,577		4,577	46.2%
1159 AD-PROFESSIONAL FEES	0	10,000	10,000		10,000	0.0%
ADMINISTRATION :- Indirect Expenditure	126,742	194,332	67,590	0	67,590	65.2%
Net Income over Expenditure	648,793	563,739	(85,054)			
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	700	540	(160)			129.6%
1384 INCOME-CEMETERY FEES	55,010	45,000	(10,010)			122.2%
1390 INCOME-MEMORIAL BENCHES	0	1,500	1,500			0.0%
CEMETERIES :- Income	55,710	47,040	(8,670)			118.4%

13:28

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1301 CEM-WAGES	64,974	72,336	7,362		7,362	89.8%
1302 CEM-EMPLOYERS NI	5,654	6,778	1,124		1,124	83.4%
1303 CEM-EMPLOYERS PENS	12,670	14,467	1,797		1,797	87.6%
1304 CEM-COUNCIL TAX	5,158	2,577	(2,581)		(2,581)	200.2%
1307 CEM-CLOTHING	40	375	335		335	10.6%
1311 CEM-RATES	1,519	1,594	75		75	95.3%
1312 CEM-WATER	(420)	3,131	3,551		3,551	(13.4%)
1314 CEM-ELECTRICITY	879	1,540	661		661	57.1%
1316 CEM-CLEANING	55	100	45		45	54.9%
1320 CEM-MISCELLANEOUS	546	20	(526)		(526)	2730.2%
1321 CEM-TELEPHONE/FAX	308	343	35		35	89.8%
1323 CEM-STATIONERY	21	0	(21)		(21)	0.0%
1336 CEM-BUILDINGS	61	850	789		789	7.2%
1337 CEM-PLANT & EQUIP	381	500	119		119	76.2%
1338 CEM-TOOLS	221	150	(71)		(71)	147.1%
1339 CEM-EQUIP REPAIRS	1,272	3,500	2,228		2,228	36.3%
1340 CEM-GROUNDS MAINTNCE	1,810	3,000	1,190		1,190	60.3%
1342 CEM-EQUIPMENT FUEL	1,662	3,500	1,838		1,838	47.5%
1343 CEM-VEHICLE MAINTNCE	2,323	3,000	677		677	77.4%
1344 CEM-VEHICLE FUEL	466	850	384		384	54.8%
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	498	450	(48)		(48)	110.6%
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	148,980	158,229	9,249	0	9,249	94.2%
Net Income over Expenditure	(93,270)	(111,189)	(17,919)			
104 PARKS						
1483 INCOME-PK GROUND FEE	1,635	1,884	249			86.8%
1486 INCOME-PK SLAND RD BUNG RENT	3,234	3,528	294			91.7%
1487 INCOME-PK INS CLAIMS	13,688	0	(13,688)			0.0%
PARKS :- Income	18,557	5,412	(13,145)			342.9%
1401 PK-WAGES	101,446	112,056	10,610		10,610	90.5%
1402 PK-EMPLOYERS NI	7,248	9,092	1,844		1,844	79.7%

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1403 PK-EMPLOYERS PENSION	16,562	19,363	2,801		2,801	85.5%
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	1,868	2,000	132		132	93.4%
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	308	309	1		1	99.6%
1436 PK-BUILDINGS	1,914	2,000	86		86	95.7%
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	484	500	16		16	96.7%
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	145,908	155,852	9,944	0	9,944	93.6%
Net Income over Expenditure	(127,351)	(150,440)	(23,089)			
106 S.W.C.						
1682 INCOME-SWC LETTINGS	32,722	28,350	(4,372)			115.4%
1688 INCOME-SWC CATERING	49	50	1			97.8%
S.W.C. :- Income	32,771	28,400	(4,371)			115.4%
1601 SWC-WAGES	28,229	32,413	4,184		4,184	87.1%
1602 SWC-EMPLOYERS NI	1,891	2,112	221		221	89.5%
1603 SWC EMPLOYERS PENSION	4,261	4,627	366		366	92.1%
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	171	2,910	2,739		2,739	5.9%
1614 SWC-ELECTRICITY	5,522	8,118	2,596		2,596	68.0%
1615 SWC-GAS	4,702	9,042	4,340		4,340	52.0%
1616 SWC-CLEANING	1,062	954	(108)		(108)	111.3%
1620 SWC-MISCELLANEOUS	0	20	20		20	0.0%
1636 SWC-BUILDINGS	4,109	5,000	891		891	82.2%
1637 SWC-PLANT & EQUIP	332	350	18		18	94.8%
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 & Expenditure by Budget Heading 29/02/2024

Month No: 11

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	453	550	97		97	82.4%
1649 SWC-CATERING	65	50	(15)		(15)	130.4%
1659 SWC-PROFESSIONAL FEE	122	1,000	878		878	12.2%
1663 SWC-TRADE WASTE	1,204	1,381	177		177	87.2%
S.W.C. :- Indirect Expenditure	61,381	78,560	17,179	0	17,179	78.1%
Net Income over Expenditure	(28,611)	(50,160)	(21,549)			
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	1,350	1,600	250			84.4%
1799 INCOME-POPPY WREATHS	286	144	(142)			198.5%
GENERAL PURPOSES :- Income	1,703	3,244	1,541			52.5%
1710 GP-ROOM FEES	359	850	491		491	42.2%
1719 GP-CHAIR'S ALLOWANCE	725	1,500	775		775	48.4%
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	9,549	11,500	1,951		1,951	83.0%
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	1,190	3,250	2,060		2,060	36.6%
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	37,745	44,989	7,244	0	7,244	83.9%
Net Income over Expenditure	(36,042)	(41,745)	(5,703)			
108 GRANTS						
1863 OTHER GRANTS	17,634	22,500	4,866		4,866	78.4%
1864 WELFARE PARK GRANTS	50,000	136,557	86,557		86,557	36.6%
GRANTS :- Indirect Expenditure	67,634	159,057	91,423	0	91,423	42.5%
Net Expenditure	(67,634)	(159,057)	(91,423)			

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

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	1,521	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>	
Net Expenditure	<u>(1,521)</u>	<u>0</u>	<u>1,521</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	886,993	844,517	(42,476)			105.0%
Expenditure	599,264	838,517	239,253	0	239,253	71.5%
Net Income over Expenditure	<u>287,729</u>	<u>6,000</u>	<u>(281,729)</u>			
Movement to/(from) Gen Reserve	<u>287,729</u>					

Cash withdrawals & Debit Card Transactions:

05/03/2024 – SLCC FILCA Course - CJ - £144.00

08/03/2024 – SLCC Membership - SS – £373.00

TOTAL £517.00

Hornden Parish Council Invoices for Payment March 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:	
Almond Windows Ltd	03.03.24	Supply & Install Hinges Cemetery Door	£45.00	BACS	Early March
Banner	12.03.24	Cleaning Materials - Parks & Cemetery	£97.14	BACS	Early March
CISWO	01.03.24	Sunderland Road Annual Rent 25/03/2024 - 24/03/2025	£409.94	BACS	Early March
Co-operative Bank	01.03.24	BACS/FD Online Fees 01/02/2024-29/02/2024	£67.64	D/D	
Culligan (was Waterlogic)	15.03.24	Water Cooler Rental & Service - March 2024	£39.37	D/D	
DAC Beachcroft Claims Limited	20.03.24	VAT Element Insurance Claim 04/01/2024-19/03/2024 - Memorial Park	£181.94	BACS	Early March
Durham County Council	11.03.24	SWC council tax 01/04/2024 - 31/03/2025 (£736.25 1st month £736.00 monthly x 9)	£7,360.25	D/D	
Durham County Council	11.03.24	Cemetery council tax 01/04/2024 - 31/03/2025 (£168.41 1st month £167.00 monthly x 9)	£1,671.41	D/D	
Durham County Council	11.03.24	Sunderland Road Pavillion council tax 01/04/2024 - 31/03/2025 (£73.50 1st month £75.00 monthly x 9)	£748.50	D/D	
Durham County Council	11.03.24	Cemetery Lodge council tax 01/04/2024 - 31/03/2025 (£538.28 1st month £539.00 monthly x 9)	£5,389.28	D/D	
Durham County Council	15.03.24	Welfare House council tax 01/04/2024 - 31/03/2025 (£361.86 1st month £359.00 monthly x 9)	£3,592.86	D/D	
DWP Joinery Services	12.03.24	Vermin Control - Cemetery	£98.00	BACS	Early March
East Durham College	15.03.24	Employer Contribution Level 3 - BH	£250.00	BACS	Early March
MKM B S (Peterlee) Ltd	14.03.24	Sand, Gravel & Cement	£200.02	BACS	Early March
Octopus Energy Limited (previously Shell Energy)	07.03.24	Welfare House Gas & Electricity 20/02/2024 - 06/03/2024	£15.57	BACS	Early March
Origin Amenity Solutions	20.03.24	4 x Weedkiller	£168.00	BACS	Early March
Screwfix	14.03.24	Strimmer Line & Safety Boots	£97.98	BACS	Early March
SEFE Energy (was Gazprom)	18.03.24	Gas - SWC 01/02/2024 - 28/02/2024	£754.69	D/D	
Select Telecom Limited	29.02.24	Admin Phone Lines/Calls/Internet - March 2024	£130.74	D/D	
Total Energies	07.03.24	SWC Electricity 01/02/2024 - 29/02/2024	£639.88	D/D	
Total Energies	07.03.24	Cemetery Electricity 01/02/2024 - 21/02/2024	£71.70	D/D	
Total Energies	07.03.24	Sunderland Road Sports Pavilion Electricity 01/02/2024 - 29/02/2024	£142.48	D/D	
Total Energies	07.03.24	Memorial Park Electricity 04/01/2024 - 29/02/2024	£45.69	D/D	
Uniform Supplies Ltd	07.03.24	6 x Hi-Vis Coats	£215.93	BACS	Early March
Vodafone	20.03.24	Mobile Phones	£67.20	D/D	
Wave	11.03.24	Cemetery Water 11/12/2023 - 10/03/2024 (£78.00 pcm)	£1,093.30	D/D	
Wex	18.03.24	Equipment Fuel - Cemetery	£116.00	D/D	
OTHER PAYMENTS					
Co-op Bank	07.03.24	Wages Week 49	£4,301.10	BACS	
Co-op Bank	14.03.24	Wages Week 50	£4,406.00	BACS	
Co-op Bank	21.03.24	Wages Week 51	£4,396.33	BACS	
Co-op Bank	28.03.24	Wages Week 52	£4,356.01	BACS	
Hornden Parish Council MARCH 2024 TOTAL			£41,169.95		

Those highlighted have been approved early for the purposes of financial Year End and were signed by Councillors W Morrow and F Leadbitter

6th March 2024
National Association of Councillors Conference
Leisure & Tourism
The Royal Hotel, Scarborough 12th-14th April 2024

Dear Colleagues,

Leisure & Tourism is an important contributor to the national and local economies of the UK. The sector employs around 3.64 million people throughout the UK and it is vital that local government plays its part.

This conference will look at ways local authorities can operate leisure services and drive tourism. This sector provides essential jobs for the local population and impacts on the majority of our Local Authority areas. Councils are short of cash and ways of supporting the industry need to be innovative to help protect this vital part of the economy.

This event will provide opportunities to hear good quality speakers from Local Government & the Tourism industry, participate in Q&A sessions and contribute to conference workshops. The conference will benefit elected members from every tier of local government.

Please see booking form attached for booking details.

Yours Faithfully
Councillor Brian Nelson
National Secretary

NATIONAL ASSOCIATION OF COUNCILLORS
Conference
Leisure & Tourism
The Royal Hotel, Scarborough, 12th-14th April 2024

Delegate Booking Form

Name of Delegate.....

Organisation

Delegate's Address.....

Postcode.....Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....

Position.....Organisation.....

To Register – Complete the delegate details above, and Email a copy of this form to Cllr Brian Nelson
Generalsecretary@nationalassociationofcouncillors.org

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

INVOICE – please send invoice to

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £82 plus VAT per night. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)

Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.