

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

27 October 2023

Dear Member

You are hereby summoned to attend the Meeting of Horden Parish Council (meeting in their capacity as the Trustee of Horden Recreation Ground) to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 2nd November 2023 immediately following the Meeting of Horden Parish Council for the purposes of transacting the following business:

HORDEN RECREATION GROUND
ORDER OF BUSINESS
Meeting to be held 2 November 2023

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 5 October 2023 (enclosed)** – to consider for approval.
- 4 **Public Participation** – to receive any representations or questions from the public in accordance with standing orders 3 e.g. ***Members of the Public are invited to address the Committee 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 (enclosed)** – to note there are no decisions since the last report.
- 6 **Damage and Incident Reports(s)** – to note there are no reports.
- 7 **Horden Recreation Ground Financial:**
 - a) **Bank Balance and Reconciliation as at 30/9/2023** – to note the information.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Reports to 30/09/2023.
 - c) **Invoices for endorsement for payment (enclosed)** – to approve payment.
- 8 **Horden Community Welfare Football Club Grandstand (enclosed)** – to consider report.
- 9 **Horden Community Welfare Football Club Points for Discussion and Review** – to consider report.
- 10 **Exclusion of Press and 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.
- 11 **Confidential Horden Community Welfare Football Club Charity Registration** – to consider report.



Samantha Shippen
Clerk to the Council
27 October 2023

To: The Trustee of Horden Recreation Ground/cc Public Notice

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 5 October 2023

- Present:** Councillor F Winrow (Vice Chairman)
Councillors D Gregory, F Leadbitter, W Morrow, I Roberts and J Ward.
- Staff:** Mrs S Shippen (Clerk to the Council).
- HRG 23/24/046** **Apologies for Absence.**
RESOLVED: That apologies were accepted from Councillors E Laing, W Smith, D Tait and P Wood and received from Councillors T Baldasera, C Cain, and A Turner.
- HRG 23/24/047** **Declarations of Interest in items on the agenda.**
Councillor F Leadbitter made a declaration of interest in item 7c on the agenda as Chairman of Station Road Allotment Association.
- HRG 23/24/048** **Minutes of Meetings held 7 September 2023.**
RESOLVED: The Minutes be confirmed as a true record and signed by the Chairman.
- HRG 23/24/049** **Public Participation.**
No members of the public were present.
- HRG 23/24/050** **Register of Delegated Decisions.**
RESOLVED: Trustee NOTED there were no decisions since the last meeting.
- HRG 23/24/051** **Damage and Incident Report(s).**
RESOLVED: Trustee NOTED there were no reports.
- HRG 23/24/052** **Recreation Ground Financial:**
- a) **Bank Balance as at 31/08/2023.**
The Clerk to the Council reported the bank balance as of 31 August 2023 being £59,680.75.
RESOLVED: Trustee APPROVE the bank balance.
 - b) **Finance Report to 31/08/2023.**
RESOLVED: Trustee APPROVE the Income, Expenditure and Variances Report to 31 August 2023.
Councillor F Leadbitter took no part in the following item.
 - c) **Invoices for endorsement for Payment.**
RESOLVED: Trustee APPROVE payment of the schedule of invoices and additional totalling £7,946.40. Councillor F Leadbitter was thanked for assisting the Trustee at no cost.

The Meeting concluded at 7.25pm

Horden Recreation Ground Invoices for Payment - September 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT
Beaumont Brown Architects	04.05.23 rcvd 19.09.23	Prep Drawings, Submitting Plan/Reg Apps and Build Reg Fee for Relacement Stand	£6,084.77
Geo Robinson & Son	30.09.23	Gaffa Tape, Maintenance Spray. Scourers, Sweeping Brushes	£27.36
MKM BS (Peterlee) Ltd	19.09.23	Post Mix and Tarmac	£99.22
Select Telecom	31.08.23	Fibre Broadband	£47.40
Station Road Allotments	28.09.23	Remove & Replace 10m Fencing Football Ground	£120.00
TJ's Heating & Home Improvements	23.09.23	Male Toilet's Tap - Tea Room	£55.00
TJ's Heating & Home Improvements	23.09.23	Repair Electrics - Staff Building	£186.00
Total Energies	05.09.23	Welfare Ground Electricity 01/08/2023-31/08/2023 (Fully Recharged to HCWFC)	£382.65
Total Energies	07.09.23	Welfare Park Electricity 04/07/2023 - 04/08/2023	£93.63
Total Energies	07.09.23	Works Building Electricity 01/08/2023 - 31/08/2023 (recharged £123.17 to Heritage Tearooms)	£238.90
Total Energies	08.09.23	Cricket Pavilion Electricity 01/08/2023 - 31/08/2023 (fully recharged to Cricket Club)	£46.74
Wex	11.09.23	Equipment Fuel & Monthly Card Fee	£124.44
Wex	11.09.23	Equipment Fuel	£272.14
Wex	25.09.23	Equipment Fuel	£93.26
OTHER PAYMENTS			
Wave	13.09.23	Cricket Pavilion Water 13/06/2023 - 12/09/2023 (£17.00 per month Direct Debit) (Fully Recharged to Cricket Club)	£74.89
		Horden Recreation Ground SEPTEMBER 2023 TOTAL	£7,946.40

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HORDEN RECREATION GROUND	29/09/2023	154	56,720.55
			<hr/> 56,720.55
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
24/05/2023 DDR	TOTALENERGIES		703.72
07/06/2023 DDR1	TOTALENERGIES 163		441.96
07/06/2023 CREDIT	TOTALENERGIES 163		-279.91
07/06/2023 CREDIT 2	TOTALENERGIES 163		-280.73
07/06/2023 DDR2	TOTALENERGIES 163		523.87
21/06/2023 DDR7	TOTALENERGIES 163		311.87
03/07/2023 DDR	TOTALENERGIES		-220.38
21/07/2023 DDR	TOTALENERGIES		283.65
22/08/2023 DDR	TOTALENERGIES		323.25
07/09/2023 100433	GEO ROBINSON		98.30
			<hr/> 1,905.60
			54,814.95
<u>Unpresented Receipts (Plus)</u>			
			0.00
			<hr/> 0.00
			54,814.95
		Balance per Cash Book is :-	54,814.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

HORDEN RECREATION GROUND FINANCE REPORT

This report details accounts as at 31 September 2023 – accounts on a straight line we should be around 50%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Trustee
4180 – Clothing	1	383/437	New staff		2/11/23
4220 – Play Equipment	1	1591/0	Not budgeted for	Requires transfer from Major Schemes	
4230 – Trade Waste	1	1,623/2,500	£290 for green waste recycling and £150 for wood removal (Bowling Green) outside of expected budget	Budget will overspend in year.	6/7/23
4270 – Grounds Maintenance	1	7768/12450	Increased costs in summer		2/11/23
4330 – Capital Purchase	1	9,766/9,950	Cylinder Mower & Line marker		3/8/23
4340 – Loan Repayment – South Ter Wall	1	0/4,800	One off payment to be paid later in the year		2/11/23
4350 – Major Schemes Expenditure	1	41,067/5,000	Grandstand slab for new seating, modular seating, Durham Ave pillar		6/7/23

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Trustee
1120 – Big Foot Studio Rent	1	500/500	Complete for year		5/10/23
1130 – Cricket Social Club rent	1	667/667	Complete for year		5/10/23
1150 – Ambulance House Rent	1	400/400	Complete for year		5/10/23
1160 – Bowls Ground Income	1	800/800	Complete for year		5/10/23
1170 – Cricket Ground Income	1	1,987/1,987	Complete for year		2/11/23
1180 – Welfare Ground Income	1	4,595/4,206	£389 additional income from one off letting		2/11/23
1190 – Other Ground Fees	1	3,042/4,500	Income from number 2 pitch		2/11/23
1220 – Income water re- charge	1	826/500	Meter readings being taken regularly & recharged appropriately		3/8/23
1270 – Income Wayleaves	1	91/108	Most income received at start of year		6/7/23
1400 – Income Parish Council Grant	1	50,000/13,6557	Phased transfer to requirement		2/11/23

Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>						
1120 BIG FOOT STUDIO RENT	500	500	0			100.0%
1130 Cricket Social Club Rent	667	667	0			100.0%
1150 Income-Ambulance House Rent	400	400	0			100.0%
1160 Bowls Ground Income	800	800	0			100.0%
1170 Cricket Ground Income	1,987	1,987	0			100.0%
1180 Welfare Ground Income	4,595	4,206	(389)			109.2%
1190 Other Ground Fees	3,042	4,500	1,458			67.6%
1210 Electricity Recharge	3,031	7,000	3,969			43.3%
1220 Water Recharge	826	500	(326)			165.3%
1270 Income-Wayleaves	91	108	17			84.2%
1300 Miscellaneous	277	0	(277)			0.0%
1400 Income-Parish Council Grant	50,000	136,557	86,557			36.6%
1402 Income-Grant Donation/Funding	0	15	15			0.0%
Income :- Receipts	66,217	157,240	91,023			42.1%
Net Receipts	66,217	157,240	91,023			
<u>200</u> <u>Expenditure</u>						
4070 Professional Fees	1,046	18,000	16,955		16,955	5.8%
4120 Water	1,183	2,251	1,068		1,068	52.6%
4130 Electricity	5,056	12,612	7,556		7,556	40.1%
4150 Telephone/Fax	214	474	261		261	45.0%
4160 Insurance	0	3,896	3,896		3,896	0.0%
4170 Cleaning	70	300	230		230	23.4%
4180 Clothing	383	437	54		54	87.7%
4200 Buildings	2,354	63,000	60,646		60,646	3.7%
4210 Plant and Equipment	97	5,000	4,903		4,903	1.9%
4220 Play Equipment	1,591	0	(1,591)		(1,591)	0.0%
4230 Trade Waste	1,623	2,500	877		877	64.9%
4250 Tools	128	300	172		172	42.8%
4260 Equipment Repairs	1,475	4,000	2,525		2,525	36.9%
4270 Grounds Maintenance	7,768	12,450	4,682		4,682	62.4%
4290 Equipment Fuel	2,364	4,200	1,836		1,836	56.3%
4300 Vehicle Maintenance	33	3,000	2,967		2,967	1.1%
4310 Horticulture	1,585	4,050	2,465		2,465	39.1%
4320 Health and Safety	228	1,000	772		772	22.8%
4330 CAPITAL PURCHASE	9,766	9,950	184		184	98.2%
4340 Loan Repayment-South Terr Wall	0	4,800	4,800		4,800	0.0%
4350 Major Schemes Expenditure	41,067	5,000	(36,067)		(36,067)	821.3%
4500 Miscellaneous Expenditure	0	20	20		20	0.0%
Expenditure :- Indirect Payments	78,032	157,240	79,208	0	79,208	49.6%
Net Payments	(78,032)	(157,240)	(79,208)			

Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	66,217	157,240	91,023			42.1%
Payments	78,032	157,240	79,208	0	79,208	49.6%
Net Receipts over Payments	<u>(11,815)</u>	<u>0</u>	<u>11,815</u>			
Movement to/(from) Gen Reserve	<u>(11,815)</u>					

Horden Recreation Ground Invoices for Payment - October 2023

Agenda Item 7c

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Horden Heritage Centre & Vintage Tearoom	19.10.23	Donation Half Amount of Filming ITVX	£125.00	
Opus Energy	23.10.23	Floodlight (No2) Charges 21/09/2023 - 22/10/2023	£81.04	D/D
Screwfix	13.10.23	Rigger Boots	£34.99	
Select Telecom	30.09.23	Fibre Broadband	£47.40	D/D
Steadfast Security Systems	09.10.23	Replace Mesh Units - Park House	£440.96	
Total Energies	05.10.23	Welfare Ground Electricity 01/09/2023-30/09/2023 (Fully Recharged to HCWFC)	£373.19	D/D
Total Energies	07.10.23	Welfare Park Electricity 05/08/2023 - 04/09/2023	£92.52	D/D
Total Energies	07.10.23	Works Building Electricity 01/09/2023 - 28/09/2023 (recharged £104.95 to Heritage Tearooms)	£214.66	D/D
Total Energies	08.10.23	Cricket Pavilion Electricity 01/09/2023 - 30/09/2023 (fully recharged to Cricket Club)	£41.10	D/D
Veolia	30.09.23	Trade Waste 01/09/2023 - 30/09/2023	£206.78	D/D
Wex	02.10.23	Equipment Fuel and Monthly Card Fee	£130.30	D/D
Wex	09.10.23	Equipment Fuel	£124.22	D/D
Wex	23.10.23	Equipment Fuel	£122.34	D/D
OTHER PAYMENTS				
		Horden Recreation Ground OCTOBER 2023 TOTAL	£2,034.50	

HORDEN RECREATION GROUND

Welfare Park Football Grandstand Rectification

1. Background

- 1.1 Trustee is aware of the grandstand project which completed earlier in 2023.
- 1.2 The rectification period is now due and an inspection took place on 25th October 2023 with the Council's appointed architect David Brown.
- 1.3 A small number of minor items were identified see Appendix 1.
- 1.4 As a result, once these are rectified, the retention payment will be due and the scheme completed.

2. Recommendation

It is recommended that the Trustee notes the progress and imminent project completion.

Samantha J Shippen

October 2023

HORDEN PARISH COUNCIL FOOTBALL STAND - END OF DEFECT RECTIFICATION PERIOD NOTES

25.10.23

- 1 Improve upstand between new and existing roofs to both front and rear.



- 2 Clean paint from soffits.



- 3 Carry out water test to ensure all gutters fall to rainwater downcomer positions.

- 4 Refix downcomer on front right corner.



- 5 Obtain Building Control 'Completion Certificate'

HORDEN RECREATION GROUND

HCWFC Points for Discussion & Review

1. Background

- 1.1 The Trustee met with representatives of HCWFC on 28th September 2023. At the meeting, the Trustee requested that HCWFC placed in writing its requests so they could be formally considered at a meeting of the Trustee. The Trustee also requested a copy of the Charitable document which was discussed in the meeting.
- 1.2 Following the meeting, the Clerk to the Council requested the accounts showing income and expenditure to be shared, if a reduction in fees is being sought. This information has not been received to date.

2. Documents Received.

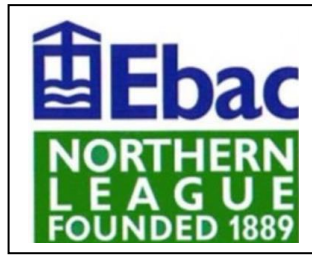
- 2.1 HCWFC provided a letter to inform the Trustee of their change of status to a Charitable Incorporated Organisation (attached)
- 2.2 Details of the points for discussion have also been received and are attached.

3. Recommendation

It is recommended that the Trustee considers the information provided.

**Samantha J Shippen
October 2023**

HORDEN COMMUNITY WELFARE FOOTBALL CLUB



Chairperson: Christopher Cain
4 Hudson Avenue,
Horden, Peterlee,
Co Durham,
SR8 4LQ
E-mail: cain-christopher@sky.com
Mobile: 07931463449

Secretary and Treasurer: Ryan Cuthbert
E-mail: info@hcwfc.com
Mobile: 07725997106
Vice chair and funding officer: Ian Stamp
E-mail: ianstamp@rocketmail.com
Mobile: 07526441414

Registered Charity Number 1202870.

29 September 2023

Dear Horden Recreation Ground Trustees,

We are writing to inform you of our change of status from a not-for-profit constituted voluntary community football club to a Charitable Incorporated Organisation (CIO foundation status).

Horden Community Welfare Football Club became a registered charity on 27 April 2023.

THE charity's objects are for the benefit of the public in general, the inhabitants of Horden and its surrounding areas:

To promote community participation in health recreation by providing facilities for the playing of Association Football and other sports capable of improving health (facilities mean land buildings, equipment and organizing sporting activities).

To provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, financial hardship, poverty or social and economic circumstances or for the public at large in the interest of social welfare and with object of improving their conditions of life

To further such purposes which are charitable under the laws of England and Wales as the Trustees see fit from time to time.

Yours faithfully

Chris Cain
Trustee and Chairperson, Horden Community Welfare Football Club



CHARITY COMMISSION
FOR ENGLAND AND WALES

THIS CERTIFIES THAT

HORDEN COMMUNITY WELFARE FOOTBALL CLUB

REGISTERED CHARITY NUMBER

1202870

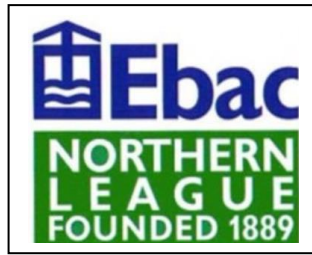
HAS BEEN REGISTERED BY THE

Charity Commission for England and Wales

ON THE DATE OF

27 April 2023

HORDEN COMMUNITY WELFARE FOOTBALL CLUB



Chairperson: Christopher Cain
4 Hudson Avenue,
Horden, Peterlee,
Co Durham,
SR8 4LQ
E-mail: cain-christopher@sky.com
Mobile: 07931463449

Secretary and Treasurer: Ryan Cuthbert
E-mail: rpcuthbert74@gmail.com
Mobile: 07725997106
Vice chair and funding officer: Ian Stamp
E-mail: ianstamp@rocketmail.com
Mobile: 07526441414

Registered Charity Number 1202870.

POINTS FOR DISCUSSION/REVIEW BY THE TRUSTEES

- Covered Standing** - The Football Foundation are visiting Welfare Park on the 17th October to conduct a stadium accreditation. To play at steps 5/6 of the football league pyramid it is a requirement to have a 50-person covered standing area (step 6) and a 100-person covered standing area (step 5). As it stands Welfare Park has neither. Not having a 100-person covered standing area will result in the football club not being able to take promotion and not having a 50-person covered standing area would result in the football club being relegated. Both of these outcomes would have a massive effect on whether the men's team would continue to operate. We would ask that the Trustees do everything they can to ensure a 100-person covered standing area is erected ASAP.
- Licence Agreement** - The football club have one licence agreement that we understand covers both the men's and women's team. We would ask if we are deemed to be one football club why two separate amounts of ground rent are applicable? The men's and women's team are happy to come under the 'one club' banner but would ask that both teams are entitled to the same access to the main pitch (see point 3).
- Training Sessions** - As part of the licence agreement the football club (men's & women's teams) can only use the main pitch once per midweek and this is also dependent at the groundsman's discretion regarding the state of the pitch. If either or both teams cannot use the main pitch, they must pay to use pitch number two. We feel it to be a reasonable request that the licence is amended to enable both teams to train midweek when the pitch is in good condition. When the groundsman advises the pitch is not available to train on due to adverse weather conditions that the Trustees consider making pitch number two available free of charge as the main pitch not being available is no fault of our own. We would still pay for any floodlight usage costs. As it stands, we are paying two annual ground rents to use the facilities but also incurring additional charges to hire pitch number two when the facilities are not available.

4. **Junior Academy** - The academy teams hire pitch number two every Tuesday night throughout the year and during the summer months on a Thursday night. We would like to point out that pitch number two has no facilities or amenities on site unlike the majority of other training facilities. On every occasion we want to book pitch number two despite having set days and times we must contact the Parish offices 24 hours beforehand between 9am – 3pm to book the pitch. We would like the Trustees to consider the option of the Junior Academy having a licence agreement whereby they pay a fixed annual ground rent fee for the use of pitch number two and will pay additional electricity costs when they use the floodlights on the dark evenings. This would cut down on the admin work between the football club and the Parish offices when booking and paying for pitch number two.

5. **Youth Investment Fund Grant Award** - Please could the Trustees confirm that they were fully aware and in agreement with the decision not to support the £980,000 project for a youth and community hub (including sports provision) to be built for the community of Horden which resulted in the bid having to be withdrawn.

6. **Damage To Mobile Goal Posts (20 June 2023)** - We understand this matter is being dealt with via the insurance company but the football club are at a standstill due to no fault of our own. Not being able to use all the mobile goal posts is having a detrimental effect on all the Junior Academy teams of Horden. We would request that the Trustees do everything they can to ensure the matter of the mobile goal posts being damaged is resolved ASAP.

7. **Longer Licence Agreement** – We would like the Council to consider increasing the length of the licence agreement to a minimum of 25 years. It is beneficial when the football club are applying for grant funding from the likes of Sport England, Football Foundation and other funders that they see we are committed to supporting our community and have a lengthy security of tenure when they make their decisions on whom to invest in.

8. **Internal Cleaning of the Building** - As part of our licence agreement the football club are responsible for the internal cleaning of the building. We understand that the teams that pay ground fees for the Sunderland Road building do not have this responsibility nor do they pay for the utilities they use. We understand that Parish Council workers clean that building. One of the reasons we have to pay the daily standing charge is because it has been noted that we are in the ground most days throughout the week. The internal cleaning of the building is one of the main reasons that we enter the building which also means we will be using electricity. In effect we are being charged for cleaning the building. We would ask the Trustees why when we pay much higher fees and utilities than the teams who use the facilities at Sunderland Road why the Parish Council workers could not be responsible for the internal cleaning of our building too.

9. **Water Bill** - During our meeting on 28/09 we mentioned we had issues and concerns relating to water usage charges and sewage charges for HRG23/24/076 and HRG22/23/053. The water meter readings used to calculate the football club's water consumption were based on only one water meter [meter number 11BU006110] located in the main building. During the cricket season (April to the end of September for both 2022 and 2023) the Parish Council workers were watering the cricket field via a stop tap attached to the back of the main building. We believe that the invoices we received (and paid for in good faith) do not fully take into account the watering of the cricket field. During May/June 2023 the Parish Council arranged for works to be carried out including new pipework and the installation of a second water meter so that the cricket field consumption can now be recorded independently from the football club's water meter.

10. **Additional access to the main building complex** – We would like the Trustees to consider allowing us greater access to the main building complex during our 10-month tenure to support our work within our community. It is our intention to have open days so that children, parents, families, and residents of the community can have the opportunity to have a look around the facilities and resources that are available to them and what we can offer them e.g. Junior Academy set-up, access to football training and coaching sessions including meeting our volunteer coaches and volunteer sessional support workers for both the men's and women's football teams. Furthermore we would like the opportunity to hold fund raising events in the main building complex and/or within the football ground. As part of our licence agreement anything other than playing a match or holding a training session we would have to seek authorisation from the Parish Council. We would also ask the Trustees to consider the option of the football club having a 12-month tenure to allow us to use the facilities and resources throughout the year which would assist in our pre-season and fundraising activities.