

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

5 January 2024

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 11th January 2024 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 11 January 2024

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 7th December 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 30/11/2023** – to note the information.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Reports to 30/11/2023.
 - c) **Invoices for endorsement for payment (enclosed)** – to approve payment.
 - d) **Change of Bank Signatories** – to consider request.
- 8 **2024/25 Budget Setting**
 - a) **2024/25 Fees** - to consider for approval.
 - b) **2024/25 Budget** – to consider draft budget.
- 9 **Community Access Defibrillator** – to consider request.



Samantha Shippen
Clerk to the Council
5 January 2024

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

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 7 December 2023

Present: Councillor F Winrow (Vice Chairman)
 Councillors R Bagnall, T Baldasera, C Cain, E Laing, F Leadbitter, W Morrow, W Smith, J Ward and P Wood.

Staff: Mrs S Shippen (Clerk to the Council), Mr C Jackson (Deputy Clerk).

HRG **Apologies for Absence.**

23/24/064 **RESOLVED:** That apologies were **RECEIVED** and **ACCEPTED** from Councillors I Roberts, D Tait and A Turner.

HRG **Declarations of Interest in items on the agenda.**

23/24/065 Councillor C Cain declared an interest in items 9 as Chairman of Horden Community Welfare Football Club.

HRG **Minutes of Meetings held 2 November 2023.**

23/24/066 **RESOLVED:** The Minutes be confirmed as a true record and signed by the Vice Chairman.

HRG **Public Participation.**

23/24/067 One member of the public was present, they were representing Horden Community Welfare Football Club and stated they have complied with the request for signage to be taken down, they have requested a new sign with correct wording and the 'Marra's lunchbox' be considered by the Trustee. They also explained their Charitable Status working in which they provide other services within the community. They requested the Trustee to consider this information and request.

Councillor C Cain left the meeting at 7:50pm

HRG **Register of Delegated Decisions.**

23/24/068 **RESOLVED:** Trustee **APPROVED** delegated decisions.

HRG **Damage and Incident Report(s).**

23/24/069 **RESOLVED:** Trustee **NOTED** there were no reports.

HRG **Recreation Ground Financial:**

23/24/070 a) **Bank Balance as at 31/10/2023.**

The Clerk to the Council reported the bank balance as of 31 October 2023 being £47,896.99.

RESOLVED: Trustee **APPROVE** the bank balance.

b) **Finance Report to 31/10/2023.**

RESOLVED: Trustee **APPROVE** the Income, Expenditure and Variances Report to 31 October 2023.

c) **Invoices for endorsement for Payment.**

RESOLVED: Trustee **APPROVE** payment of the schedule of invoices totalling £9,500.27.

HRG **Horden Recreation Ground Tree Survey Report**

23/24/071 **RESOLVED:** Trustee **NOTED** the report and actions taken.

HRG **Horden Community Welfare Football Club**

23/24/072 **RESOLVED:** Trustee requested the Clerk to respond to HCWFC.

The Meeting concluded at 8.25pm

Hornden Recreation Ground Invoices for Payment - November 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	30.11.23	Pesticide Application Log Book	£8.87	100444
Banner	16.11.23	Cleaning Materials	£152.45	100445
Blackburn Marshall Constriction (NE) Ltd	14.11.23	Final Invoice - Grandstand	£3,646.34	100446
Durham County Council	17.11.23	Service Kubota Tractor	£329.95	100447
Go2 Electrical Services	27.11.23	PAT Testing Welfare Park	£130.00	100448
Hornden Parish Council	08.11.23	15 Smoke Alarms Purchased through HPC Amazon	£79.96	Trfd at Bank
Hornden Parish Council	24.11.23	Kangoo Service and MOT Recharge	£218.85	Trfd at Bank
Horn's Garden Centre	31.10.23	Fish Blood & Bone & 6 x Fertilizer	£73.93	100449
Messrs P Hutchinson & Sons	01.11.23	Green Waste Disposal	£48.00	100450
Opus Energy	21.11.23	Floodlight (No2) Charges 23/10/2023 - 20/11/2023	£109.33	D/D
Geo Robinson & Son	31.10.23	Roller Track Kit, Ear Defenders, Paint Scuttle & Brushes	£27.95	100451
Select Telecom	31.10.23	Fibre Broadband	£47.40	D/D
Thinford Nurseries Ltd	21.11.23	Winter Bedding Plants	£2,025.60	100452
TJ's Heating & Home Improvements	10.11.23	Drain & Re-pipe Bowls changing Rooms	£530.00	PART 100453
TJ's Heating & Home Improvements	16.11.23	Park House Boiler Repair - replace sensors	£146.00	PART 100453
TJ's Heating & Home Improvements	30.11.23	Repair Park House Boiler - motherboard	£192.00	PART 100453
Total Energies	05.11.23	Welfare Ground Electricity 01/10/2023-31/10/2023 (Fully Recharged to HCWFC)	£452.03	D/D
Total Energies	07.11.23	Works Building Electricity 29/09/2023 - 31/10/2023 (recharged £99.47 to Heritage Tearooms)	£244.48	D/D
Total Energies	07.11.23	Welfare Park Electricity 05/09/2023 - 02/10/2023	£82.54	D/D
Total Energies	08.11.23	Cricket Pavilion Electricity 01/10/2023 - 31/10/2023	£26.01	D/D
Veolia	31.10.23	Trade Waste 01/10/2023 - 31/10/2023	£206.78	D/D
Veolia	30.11.23	Trade Waste	£258.48	D/D
Wex	06.11.23	Monthly Card Fee	£4.80	D/D
Wex	13.11.23	Equipment Fuel	£116.59	D/D
Wex	27.11.23	Account Admin Fee	£21.60	D/D
OTHER PAYMENTS				
Wave	14.11.23	Welfare Park Water 13/08/2023 - 13/11/2023 (£95.00 per month Direct Debit)	£52.66	D/D
Wave	13.10.23	Water - Hornden Heritage Centre 13/07/2023-12/10/2023 (full recharge)	£153.77	D/D
Wave	13.10.23	Water - Football Grandstand 13/07/2023-12/10/2023 (full recharge)	£703.25	D/D
		Hornden Recreation Ground NOVEMBER 2023 TOTAL	£10,089.62	

**Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023	157	50,908.92
			50,908.92
<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
			1,807.30
			49,101.62
<u>Unpresented Receipts (Plus)</u>			
			0.00
			0.00
			49,101.62
		Balance per Cash Book is :-	49,101.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

HORDEN RECREATION GROUND FINANCE REPORT

This report details accounts as at 30 November 2023 – accounts on a straight line we should be around 67%.

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	2/11/23
4230 - Trade Waste	1	1,968/2,500	Paid over 10 months rather than 12		11/01/24
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	3,642/4,500	Income from number 2 pitch		2/11/23
1220 – Income water re-charge	1	1,253/500	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 30/11/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
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	3,642	4,500	858			80.9%
1210 Electricity Recharge	4,051	7,000	2,949			57.9%
1220 Water Recharge	1,253	500	(753)			250.6%
1270 Income-Wayleaves	91	108	17			84.2%
1300 Miscellaneous	152	0	(152)			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	68,138	157,240	89,102			43.3%
Net Receipts	68,138	157,240	89,102			
200 Expenditure						
4070 Professional Fees	6,124	18,000	11,876		11,876	34.0%
4120 Water	2,264	2,251	(13)		(13)	100.6%
4130 Electricity	6,517	12,612	6,095		6,095	51.7%
4150 Telephone/Fax	293	474	182		182	61.7%
4160 Insurance	0	3,896	3,896		3,896	0.0%
4170 Cleaning	70	300	230		230	23.4%
4180 Clothing	418	437	19		19	95.7%
4200 Buildings	2,662	63,000	60,338		60,338	4.2%
4210 Plant and Equipment	465	5,000	4,535		4,535	9.3%
4220 Play Equipment	1,591	0	(1,591)		(1,591)	0.0%
4230 Trade Waste	1,968	2,500	532		532	78.7%
4250 Tools	128	300	172		172	42.8%
4260 Equipment Repairs	1,475	4,000	2,525		2,525	36.9%
4270 Grounds Maintenance	7,994	12,450	4,456		4,456	64.2%
4290 Equipment Fuel	2,849	4,200	1,351		1,351	67.8%
4300 Vehicle Maintenance	225	3,000	2,775		2,775	7.5%
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	87,689	157,240	69,551	0	69,551	55.8%
Net Payments	(87,689)	(157,240)	(69,551)			

Detailed Receipts & Payments by Budget Heading 30/11/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	68,138	157,240	89,102			43.3%
Payments	87,689	157,240	69,551	0	69,551	55.8%
Net Receipts over Payments	<u>(19,551)</u>	<u>0</u>	<u>19,551</u>			
Movement to/(from) Gen Reserve	<u>(19,551)</u>					

Agenda Item 7c

Horden Recreation Ground Invoices for Payment - December 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Messrs P Hutchinson & Sons	01.12.23	Green Waste Disposal	£78.00	
Opus Energy	22.12.23	Floodlight (No2) Charges 21/11/2023 - 21/12/2023	£67.07	D/D
Origin Amenity Solutions	15.12.23	Fine Turf and Spray Record Book	£469.98	
Peterlee Town Council	08.12.23	Tree Survey	£1,908.00	
Geo Robinson & Son	30.11.23	DIY Supplies for Xmas Tree	£20.10	
Screwfix	14.12.23	2-Stroke Oil & Chainsaw Oil	£48.98	
Screwfix	14.12.23	Chainsaw Helmet, Chemical Spill Kit & Warning Signs	63..94	
Select Telecom	30.11.23	Fibre Broadband	£47.40	D/D
Shoreline Fire Limited	11.12.23	Bi-Annual Service Fire/Emergency Lights Grandstand, Tea Rooms and Staff Building	£336.00	
Total Energies	05.12.23	Welfare Ground Electricity 01/11/2023-30/11/2023 (Fully Recharged to HCWFC)	£419.43	D/D
Total Energies	07.12.23	Welfare Park Electricity 03/10/2023 - 28/11/2023	£144.57	D/D
Total Energies	08.12.23	Cricket Pavilion Electricity 01/11/2023 - 30/11/2023	£17.05	D/D
Total Energies	07.12.23	Works Building Electricity 01/11/2023 - 30/11/2023 (recharged £59.35 to Heritage Tearooms)	£191.35	D/D
Veolia	31.12.23	Trade Waste	£206.78	D/D
Wex	04.12.23	Monthly Card Fee	£4.80	D/D
Wex	18.12.23	Equipment Fuel	£111.77	D/D
OTHER PAYMENTS				
Wave	13.12.23	Cricket Pavilion Water 13/09/2023 - 12/12/2023 (£17.00 pcm)	£61.12	D/D
		Horden Recreation Ground DECEMBER 2023 TOTAL	£4,132.40	

HORDEN RECREATION GROUND Draft 2023/24 Fees:

Annual Fee (unless otherwise stated)	2019/20	2020/21	2021/22	2022/23	CURRENT 2023/24	2024/2025	2024/2025	Notes
Horden Recreation Ground:						Option 1	Option 2	
Fees are exclusive of VAT						5% increase	2% increase	
Big Foot Studios Annual Rent	£1	£1	£1	£1	£500	£525	£510	
Cricket Social Club Annual Rent	£660	£660	£667	£667	£667	£701	£680	LEASE/REVIEW 2024/25
Heritage Centre/Café Annual Rent	£1	£1	£1	£1	£400	£421	£408	
Bowls Season (One Season) greens, facilities electricity and water (no facility to recharge)	£550	£578	£583	£612	£800	£840	£816	
Cricket Season (One Season) pitch and facilities only, electricity and water recharged additional.	£1,700	£1,785	£1,802	£1,892	£1,987	£1,987	£1,987	0% Lease renewal due 2025
Football Welfare Ground (One Season) pitch and facilities only, electricity recharged additional.	£1,800	£1,890	£1,908	£2,003	(£2103 x2) £4206	£4,416	£4,290	plus inclusion of Ladies Team
Football Welfare Ground (one-off hire NO floodlights)	£80	£84	£85	£89	£150	£158	£153	includes utilities
Football Welfare Ground (one-off hire with floodlights)	£80	£84	£85	£89	£250	£263	£255	includes utilities
Football Training Pitch per HOUR - pitch only.	£25	£26	£26	£27	£30	£32	£31	
Football Training Pitch with Floodlights (per HOUR)	£50	£52	£52	£54	£60	£63	£61	

HORDEN RECREATION GROUND: DETAILED BUDGET

WELFARE PARK- EXPENDITURE

CODE	DETAILS	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 BUDGET	2023/24 - 6 Months	2023/24Outturn	2024/25 BUDGET	
4070	Professional Fees	£750	£2,216	£1,192	£3,150	£1,559	£4,470	£18,000	£1,046	£18,000	£8,000	
4100	Council Tax	£2,800	£1,861	£1,958	£2,027	£2,085	£41	£0	£0	£0	£0	
4110	Non-Domestic Rates	£3,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	
4120	Water	£5,724	£3,481	£3,469	£1,565	£1,479	£1,778	£2,251	£1,183	£2,700	£3,160	
4130	Electricity	£3,000	£3,818	£5,598	£3,324	£5,143	£9,615	£12,612	£5,056	£12,612	£12,928	2.5% increase
4150	Telephone/Internet	£200	£552	£562	£363	£396	£396	£474	£214	£474	£500	
4160	Insurance		£1,500	£313			£0	£3,896	£0	£3,896	£4,065	25% of premium recharge
4170	Cleaning	£420	£213	£271	£139	£195	£187	£300	£70	£200	£300	
4180	Clothing	£800	£263	£226	£90	£207	£364	£437	£383	£437	£450	marginal increase
4200	Buildings	£3,000	£5,161	£9,355	£1,345	£17,755	£4,898	£63,000	£2,354	£8,000	£30,000	
4210	Plant & Equipment	£400	£170	£14,674	£231	£371	£2,436	£5,000	£97	£5,000	£2,500	
4220	Play Equipment	£500	£0	£143	£1,904	£0	£202	£0	£1,591	£1,591	£1,000	
4230	Trade Waste	£1,200	£1,013	£1,754	£1,610	£1,619	£2,279	£2,500	£1,623	£2,705	£2,700	4.5% increase
4250	Tools	£200	£302	£25	£118	£133	£275	£300	£128	£300	£300	
4260	Equipment Repairs	£2,000	£2,380	£1,431	£1,616	£222	£2,599	£4,000	£1,475	£4,000	£4,500	
4270	Grounds Maintenance	£9,000	£8,270	£8,948	£6,936	£4,896	£7,221	£12,450	£7,768	£12,450	£10,000	
4280	Equipment Hire	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
4290	Equipment Fuel	£3,000	£2,498	£2,163	£2,472	£2,192	£3,356	£4,200	£2,364	£4,500	£4,300	
4300	Vehicle Maintenance	£500	£166	£323	£1,584	£1,024	£3,700	£3,000	£33	£1,500	£3,500	
4310	Horticulture	£3,800	£3,572	£3,534	£3,543	£3,360	£3,428	£4,050	£1,585	£3,500	£4,050	
4320	Health & Safety	£700	£725	£553	£905	£663	£900	£1,000	£228	£1,000	£1,000	
4330	Capital Purchases	£0	£0	£0	£0	£0	£0	£9,950	£9,766	£9,766	£5,000	
4340	Loan Repayment							£4,800	£0	£0	£4,800	
4350	Major Schemes	£0	£0	£0	£0	£0	£115,474	£5,000	£41,067	£41,067	£5,000	
4400	Events Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
	Funded Capital Projects							£120,000	£0	£0	£120,000	
4500	Miscellaneous	£75	£0	£20	£0	£0	£0	£20	£0	£20	£20	
	TOTAL	£41,069	£38,288	£56,512	£32,922	£43,299	£163,619	£277,240	£78,031	£133,718	£228,073	

WELFARE - INCOME

CODE	DETAILS	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 BUDGET	2023/24 - 6 Months	2023/24 Outturn	2024/25 BUDGET	
1120	Big Foot Studio Rent				£0	£0	£1	£500	£500	£500	£525	5%
1130	Cricknet Social Club Rent	£600	£600	£660	£660	£667	£667	£667	£667	£677	£667	
1150	Heritage Centre/Tearoom Rent	£1	£1	£2	£1	£0	£1	£400	£400	£400	£420	5%
1160	Bowls Ground Fees	£400	£450	£550	£291	£583	£612	£800	£800	£800	£840	5%
1170	Cricknet Ground Fees	£1,590	£1,913	£1,488	£284	£1,802	£1,892	£1,987	£1,987	£1,987	£2,086	5%
1180	Football Ground Fees	£0	£3,500	£3,560	£1,290	£1,908	£4,585	£4,206	£4,595	£4,595	£4,416	5%
1190	Other Ground Fees	£0	£650	£791	£201	£1,518	£3,680	£4,500	£3,042	£4,500	£4,725	5%
1210	Electricity Recharge	£0	£1,453	£2,401	£463	£1,907	£6,085	£7,000	£3,031	£7,000	£7,200	
1220	Water Recharge	£0	£467	£596	£127	£331	£1,075	£500	£826	£826	£650	
1270	Wayleaves	£94	£108	£108	£110	£111	£111	£108	£91	£108	£108	
1280	Events Income					£0	£375	£0	£0	£0	£0	
1300	Misc.			£1		£535	£175	£0	£277	£277	£0	
1400	Parish Council Grant	£0	£33,135	£12,000	£101,558	£68,790	£60,855	£136,557	£50,000	£136,557	£86,435	
1401	Asset Sale Income	£680										
1402	Income-Grant Donation					£313	£28,501	£15	£0	£15	£0	
	Income-Loan							£120,000	£0	£0	£120,000	
	TOTAL	£3,365	£42,277	£22,157	£104,985	£78,465	£108,615	£277,240	£66,216	£158,242	£228,073	
	NET EXPENDITURE	£37,704	-£3,989	£34,355	-£72,063	-£35,166	£55,004	£0	£11,815	-£24,524	£0	

From: Gemma Rowe <Gemma.Rowe@durham.gov.uk>
Sent: Monday, November 27, 2023 4:53 PM
To: Clerk - Horden Parish Council <clerk@horden-pc.gov.uk>
Subject: Community Access Defibrillator

Hi Sam

Further to our earlier conversation please find attached information re defibrillator.

As discussed, County Cllrs Ian and Isabel have NB Funding for Community Access Defibrillators around the village, one of the chosen locations is the Welfare Park. The funding would cover the cost of the defib, cabinet and installation. There is also funding provision to earmark funds for a spare battery/pads.

The defib would be gifted to the host who need to insure the equipment and ensure the appropriate checks are carried out.

If you need any additional information, please just let me know.

Kind Regards,



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COMMUNITY PUBLIC ACCESS DEFIBRILLATORS

‘Considerations and General Information’

Location

- Is there somewhere that is clearly visible and easily recognisable?
- Is there enough light so that people can approach the cabinet safely and help them see the coded lock?
- Is there an accessible power supply?
- Is there any CCTV nearby? This is not essential but would improve security of the equipment.
- Are there any other cPADs already in the area?

Any cabinet that stores a defibrillator on the outside of the building will need an electricity supply to power a heater, which ensures that the defibrillator is kept above 5°C, so that it remains operational. The cabinet also has a small internal light.

Note: Permission will be required from the owner of the building to install a cabinet. If the intended site is a listed building then appropriate authority will be required

Ownership

The cPAD would belong to the host, organisation or community and it would be their responsibility to ensure that it is checked regularly by the appointed guardians to confirm that it is in good working order and that the defibrillator pads are in date.

Guardians

cPAD sites should preferably have two appointed guardians who are responsible for checking the equipment, and making an online return to ‘The Circuit’* to confirm that it is in good working order. (See separate ‘Weekly Check Sheet’ to show the simple checks required).

In the event of any issues they can contact ‘The Circuit’ to have it temporarily deactivated from their system. See <https://www.thecircuit.uk>

*‘The Circuit’ is the national defibrillator network that provides a national overview of where defibrillators can be found. As defibrillators are registered, their location and status is instantly synchronised with the emergency services’ systems ensuring that their information is always up to date and ready to help save lives. (Defibrillators were previously registered with the local ambulance service).

Insurance

Prior to purchasing the defibrillator and cabinet the host/owner should contact his/her insurer to confirm the Public Liability section of their insurance will provide cover. The defibrillator and cabinet should also be insured to cover theft and/or damage.

The current average costs for the equipment to be replaced independent of the project are:

- Wel Medical iPAD SP1 Defibrillator - £995 + VAT
- Wel Medical DefibSafe2 secure coded lock cabinet - £470 + VAT

Ongoing costs

- New pads when they go out of date or if they are used. (Cost £36 + VAT)
- New battery (normally replaced every 5 years, cost £176 + VAT)
- The cost of electric for the cabinet, estimated at approximately £3 to £6 per year

Warranty

The Wel Medical iPAD SP1 defibrillator will be covered by a warranty of 7 years. If registered with Wel Medical within 3 months of purchase this will be extended to 10 years free of charge.

Becoming familiar with your defibrillator

No training is required for someone to use a defibrillator, however, the Rotary North East project team will be able to arrange sessions to familiarise persons in CPR and the use of the device.





Community Public Access Defibrillators (cPADs)

Step Process

1. Locate site and secure permission for installation from the host/landlord. Check if the building is listed or in a conservation area. Most local authorities state planning permission will not be needed but listed building consent may be required for some buildings*.
2. Explain the ongoing costs with the host/owner
3. Agree the position of the cabinet with host/owner of building
4. Confirm the two 'Guardians' for the equipment and ensure that they, and the host, are aware of their ongoing responsibilities.

See document: 'Guardian/Host responsibilities'

5. Secure the appropriate funding
6. Installation of the cabinet by a suitably qualified electrician (see cabinet installation instructions)
7. Guardian to register the cPAD with 'The Circuit' using their online registration facility at <https://www.thecircuit.uk>
8. 'The Circuit' will email the guardians to confirm that the cPAD has been turned live on their national system. The defibrillator can then be placed in the cabinet, and the cPAD is operational.
9. The appointed guardian(s) will inspect the cPAD on a weekly basis to ensure that it is in a fully operational state. (See 'Weekly check sheet' document). Your defibrillator and cabinet availability and status must be confirmed with 'The Circuit' at least every 90 days.
10. Defibrillator familiarisation training can be arranged by Rotary North East although this is not required.

*Local Authority owned buildings

A local authority may wish to consider undertaking the installation of the cabinet in a position agreed by the Authority. This would allow them to control the process and confirm that the installation meets their required standards. This would also be a contribution to a potentially life-saving initiative for the community.

