

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

1 March 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 7th March 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 7 March 2024

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 1st 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 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 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 31/01/2024** – to note the information.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Reports to 31/01/2024.
 - c) **Invoices for endorsement for payment (enclosed)** – to approve payment.
- 8 **Horden CW Cricket Club Ground Planning** – to consider correspondence.



Samantha Shippen
Clerk to the Council
1 March 2024

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

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 1 February 2024

- Present:** Councillor F Winrow (Vice Chairman)
Councillors T Baldasera, E Laing, F Leadbitter, W Morrow, W Smith, A Turner, J Ward and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council), Mr C Jackson (Deputy Clerk).
- HRG 23/24/083** **Apologies for Absence.**
RESOLVED: That apologies were **RECEIVED** from Councillor D Tait and Councillor I Roberts.
- HRG 23/24/084** **Declarations of Interest in items on the agenda.**
No declaration of interest were declared.
- HRG 23/24/085** **Minutes of Meetings held 11 January 2024.**
RESOLVED: The Minutes be confirmed as a true record and signed by the Vice Chairman.
- HRG 23/24/086** **Public Participation.**
No members of the public were present.
- HRG 23/24/087** **Register of Delegated Decisions.**
No delegated decisions to report.
- HRG 23/24/088** **Damage and Incident Report(s).**
RESOLVED: Trustee **NOTED** there were no reports.
- HRG 23/24/089** **Recreation Ground Financial:**
- a) **Bank Balance as at 31/12/2023.**
The Clerk to the Council reported the bank balance as of 31 December 2023 being £41,101.53.
RESOLVED: Trustee **APPROVE** the bank balance.
 - b) **Finance Report to 31/12/2023.**
RESOLVED: Trustee **APPROVE** the Income, Expenditure and Variances Report to 31 December 2023.
 - c) **Invoices for endorsement for Payment.**
RESOLVED: Trustee **APPROVE** payment of the schedule of invoices totalling £3,697.26.
- HRG 23/24/090** **Energy Prices Review**
RESOLVED: Trustee **APPROVE** contract for 24 months with Utility Aid.

The Meeting concluded at 7.20pm

Horde Recreation Ground Invoices for Payment - January 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Fleet (Line Markers) Ltd	18.01.24	Line Marking Paint and Nozzles	£786.07	100460
Horden Parish Council	30.01.24	3 x 2KW Convector Heater Recharge	£75.56	TRF
Horden Parish Council	30.01.24	3 x 3000W Air Curtain Heater Recharge	£278.88	TRF
Messrs P Hutchinson & Sons	02.01.24	Green Waste Disposal	£96.00	100461
Opus Energy	22.01.24	Floodlight (No2) Charges 22/12/2023 - 21/01/2024	£72.52	D/D
Screwfix	29.01.24	Convector Heater	£21.99	100462
Steadfast Security Systems	19.01.24	Annual CCTV Service	£800.40	100463
Total Energies	05.01.24	Welfare Ground Electricity 01/12/2023-31/12/2023 (Fully Recharged to HCWFC)	£410.52	D/D
Total Energies	07.01.24	Welfare Park Electricity 29/11/2023 - 31/12/2023	£106.09	D/D
Total Energies	08.01.24	Cricket Pavilion Electricity 01/12/2023 - 31/12/2023	£16.70	D/D
Total Energies	07.01.24	Works Building Electricity 01/12/2023 - 31/12/2023 (recharged £55.42 to Heritage Tearooms)	£215.46	D/D
Wex	01.01.24	Monthly Card Fee and Credit for Account Admin Fee	-£16.80	Credit
Wex	15.01.24	Equipment Fuel	£113.57	D/D
OTHER PAYMENTS				
Wave	13.01.24	Water - Horden Heritage Centre 13/10/2023-12/01/2024 (full recharge)	£103.82	D/D
Wave	13.01.24	Water - Football Grandstand 13/10/2023-12/01/2024 (full recharge split between HCWFC & Bigfoot)	£616.48	D/D
Horde Recreation Ground JANUARY 2024 TOTAL			£3,697.26	

Horde Recreation Ground Committee - Register of delegated decisions

In accordance with the Openness of Local Government Regulations 2014 s7 <https://www.legislation.gov.uk/uksi/2014/2095/regulation/7/made> , a record of certain decisions taken by officers of the Council under delegated authority

2023/24

<u>Date</u>	<u>Details</u>	<u>Alternative options (if any)</u>	<u>Details of consultees (if any)</u>	<u>Reported to Trustee</u>
21/02/2024	Seasonal opening Vintage Tea Room & Heritage Centre	none	none	07/03/2024

**Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024	160	41,475.03
			41,475.03
<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	
11/01/2024 100457	GEO ROBINSON	20.10	
19/01/2024 DDR	SELECT TELECOM	47.40	
			1,874.80
			39,600.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			39,600.23
		Balance per Cash Book is :-	39,600.23
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

HORDEN RECREATION GROUND FINANCE REPORT

This report details accounts as at 31 January 2024 – accounts on a straight line we should be around 83%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Trustee
4120 – Water	1	2,591/2,251	Increased costs		01/02/24
4220 – Play Equipment	1	1591/0	Not budgeted for	Requires transfer from Major Schemes	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	44,106/5,000	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
1220 – Income water re-charge	1	1,357/500	Meter readings being taken regularly & recharged appropriately		3/8/23
1400 – Income Parish Council Grant	1	50,000/13,6557	Phased transfer to requirement		2/11/23

Detailed Receipts & Payments by Budget Heading 31/01/2024

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	4,002	4,500	498			88.9%
1210 Electricity Recharge	4,951	7,000	2,049			70.7%
1220 Water Recharge	1,357	500	(857)			271.4%
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	69,502	157,240	87,738			44.2%
Net Receipts	69,502	157,240	87,738			
<u>200</u> <u>Expenditure</u>						
4070 Professional Fees	7,722	18,000	10,278		10,278	42.9%
4120 Water	2,591	2,251	(340)		(340)	115.1%
4130 Electricity	8,134	12,612	4,478		4,478	64.5%
4150 Telephone/Fax	372	474	103		103	78.4%
4160 Insurance	0	3,896	3,896		3,896	0.0%
4170 Cleaning	197	300	103		103	65.8%
4180 Clothing	418	437	19		19	95.7%
4200 Buildings	3,705	63,000	59,295		59,295	5.9%
4210 Plant and Equipment	490	5,000	4,510		4,510	9.8%
4220 Play Equipment	1,591	0	(1,591)		(1,591)	0.0%
4230 Trade Waste	2,461	2,500	39		39	98.4%
4250 Tools	128	300	172		172	42.8%
4260 Equipment Repairs	1,475	4,000	2,525		2,525	36.9%
4270 Grounds Maintenance	8,420	12,450	4,030		4,030	67.6%
4290 Equipment Fuel	3,052	4,200	1,148		1,148	72.7%
4300 Vehicle Maintenance	500	3,000	2,500		2,500	16.7%
4310 Horticulture	3,335	4,050	715		715	82.3%
4320 Health and Safety	829	1,000	171		171	82.9%
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	44,106	5,000	(39,106)		(39,106)	882.1%
4500 Miscellaneous Expenditure	0	20	20		20	0.0%
Expenditure :- Indirect Payments	99,292	157,240	57,948	0	57,948	63.1%
Net Payments	(99,292)	(157,240)	(57,948)			

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	69,502	157,240	87,738			44.2%
Payments	99,292	157,240	57,948	0	57,948	63.1%
Net Receipts over Payments	<u>(29,790)</u>	<u>0</u>	<u>29,790</u>			
Movement to/(from) Gen Reserve	<u>(29,790)</u>					

Agenda Item 7c

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	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
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	
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	
Horden Parish Council FEBRUARY 2024 TOTAL			£39,279.39	

Ground planning

2/3 lane all weather permanent net facility.

To allow better quality coaching on a more consistent basis. Too many sessions are lost to bad weather and the effort needed by the grounds staff to keep the practise wickets in good nick for a whole season mounts up. We currently have 6 teams practising on 2 grass wickets across the season which can lead to significant deterioration especially when used if the wicket is not 100% playable following poor weather. Permanent all weather nets would give us the ability to coach and practise on a consistent surface without the worry of damaging the square and causing increased work for the ground staff whilst also allowing us to coach and practise more often without having to cancel sessions due to rain. A separate practise area would also allow the club to provide improved coaching quality even when games are being played. We also believe having good facilities is something potential new members are looking for when wanting to take part in cricket. We have experienced first-hand prospective new members choose clubs further away due to the better facilities on offer at other clubs.

The installation of permanent nets will require capital investment (around £30k) which would need successful grant applications. A number of other local clubs have worked closely with Joanne Heron at Durham Sport to enable funding. We also have a good relationship with Joanne so could approach for help with funding from the cricket perspective. I understand there would also be a need for planning permission.

Removal of the metal grates from pavilion.

To allow better viewing from the pavilion we would like the metal grates removed to be replaced with roll down shutters to maintain security. The ability to roll up the shutters on match days gives spectators somewhere they can watch a game/training if the weather is on the colder side without having an unobstructed view. The removal of the grates and replacement shutters also makes the place look a little more user friendly and less like a detention centre which we believe would attract more users to the cricket field.

It has also been noted in the 2018 building inspection report that the windows are in need of treatment to maintain their integrity and weatherproofing however with no way to currently access the externals due to the grates I believe no maintenance has been carried out since the installation of the windows when the building was finished and some of the windows now appear to be in poor condition.

To maintain security we believe 5 windows would need the grates replacing with shutters, 3 other windows are really small and we don't believe would post much

of a risk to security of the building. 2 doors could also be replaced as steel security doors as opposed to a roller shutter in front

Replacement of kitchen.

The kitchen area is now heavily dated and could do with refurbishment to modernise and make the area more usable. The club is no longer required by league rule to provide “cricket teas” during games however the club does operate a small “tuck shop” selling pre-packaged snacks and drinks which is a vital source of funding to keep the cricket afloat. Having a more usable space would allow this to continue and having a more viewable space as mentioned in point 2 would drive a little more footfall into the tuckshop to allow the club to continue to grow and invest in youth provisions.

Replace gate for entry to field (at cricket club entrance)

The wooden gate for entry to the cricket field is starting to show its age, although still technically functional again it doesn't provide a welcoming sight for visitors to the ground.

Disabled Access

The steps down to the cricket club and the main point of entry for the cricket ground also doesn't allow for wheelchair and pram access very comfortably. Given our vicinity to a number of bungalows we feel this may be off putting to a number of potential visitors as they cannot access the ground without using the bottom gates (not ideal if the ground is wet/heavy).

New seating.

The club has recently replaced the rotting timber on all of the benches within the cricket field to avoid any injuries should one give way whilst in use however it was noticed during this that the metal frames were also in a poor condition and could do with replacing.

Repair of scoreboard.

Over the winter it has been noticed that following periods of heavy rain that there appears to be water ingress into the scoreboard with standing water on the floor. We have inspected where the water appears to be coming from and the roof and everything look to be water tight and ok. The water appears to be coming in from either underneath the floor or via hitting the face of the scoreboard and running down the wall where the cement “flashing” has failed and now allows the water in.

Manhole cover replacement by old toilet block.

The manhole cover in place next to the old toilet block doesn't fit well and currently has a large paving slab across it to ensure people do not fall down. The cover/manhole could do with being replaced/repaired to avoid issues.

Old rugby railings.

The old railings at the rugby end of the ground are now looking worn and unsightly with significant portions of rust showing through. These could do with being treated and repainted if they are to be kept or possibly removed if they no longer serve a purpose/function. We often have young children swinging and climbing on these during games and often have to ask parents to stop them from doing so due to risk of injury. We are unsure where liability stands in case of injury.