

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th April 2018

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, D Tait, L Williams, E Wood.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

HPC 17/18/204 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, J Clark, W Smith.

HPC 17/18/205 **Declarations of Interest.**
 The Clerk declared a prejudicial interest on Item HPC 17/18/2017(b).

HPC 17/18/206 **Minutes of the Horden Parish Council Meeting held 8th March 2018.**
 A copy of which had been circulated to each Member.
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 17/18/207 **Minutes of the Personnel Sub-Committee Meetings held:**

a) **7th March 2018.**
RESOLVED: The Personnel Sub-Committee's Resolutions, contained in the Minutes previously confirmed as a true record, be NOTED.

b) **15th March 2018.**
 It was **RESOLVED:**

- i. That subject to the addition of "and stated it was his opinion that the council were in breach of contract on this matter" the Minutes be confirmed as a true record and signed by the Chairman.

At 6:04pm the Clerk left the Meeting.

A Member moved without written notice to exclude the press and public for the following items in accordance with Standing Order 5(a)(xx).

- ii. **RESOLVED:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, the press and public be excluded from the meeting for the following items of business on the grounds that they involve information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- iii. Recommendation PSC 17/18/037 be APPROVED.
- iv. Pursuant to PSC 17/18/037, H.R. Provision from Durham County Council is sought for the review of the Job Descriptions of the Deputy Clerk and Clerk to the Council at a Special Meeting of the Full Council.

At 6:24pm the Clerk re-entered the Meeting.

- c) **16th March 2018.**
 It was **RESOLVED:**
- i. That subject to the amendment of removal of Mr A Atchinson and the addition of Miss G Rowe as present the Minutes be confirmed as a true record and signed by the Chairman.
 - ii. That the Personnel Sub-Committee Resolutions be NOTED.

HPC 17/18/208 **Minutes of the Performance Management Framework Sub-Committee Meeting held 14th March 2018.**
RESOLVED: The Minutes be NOTED.

HPC 17/18/209 **Matters Arising.**
 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC 17/18/210 **Police Report.**
 The Clerk reported the following figures, for the period 9th March to 5th April 2018, provided by the Police:

196 Incidents in total
 19 Anti Social Behaviour
 12 Criminal Damage
 9 Burglary

10 Vehicle Crime

RESOLVED: That the information be NOTED.

At 6:39pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**

17/18/211 The report circulated covered the period 19th February to 25th March 2018. Members asked the Parks and Cemetery Manager questions relating to his report.

RESOLVED: the information be NOTED.

At 6:44pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:45pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**

17/18/212 Members discussed the content of the report which had been circulated to each Member. Members asked the SWC Manager questions relating to his report. Members considered a request from the Mechanics Social Club for a reduction on the proposed room hire increase.

RESOLVED: That the Mechanics Social Club Rent remain at £35 per week and the information be NOTED.

At 6:50pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

HPC **Horden Recreation Ground Charity Grant Donation Request.**

17/18/213 Members considered the Grant Donation Request from the Recreation Ground Charity for the Welfare Park 2018/19 estimated expenditure.

RESOLVED: To APPROVE the Grant Donation of £44,180, with quarterly expenditure reviews, in accordance with the previous Resolution HPC17/18/160.

HPC **Declarations of Interests Submitted to Durham County Council.**

17/18/214 The Clerk advised that it was the responsibility of Members to comply with the Localism Act 2011, S.29 (1).

RESOLVED: That the information be NOTED.

HPC **Annual Report Format.**

17/18/215 Members considered the inclusion of Members attendance records at meetings.

RESOLVED: In the interest of transparency, Members attendance records, at the Meetings of the Full Council, be published in the Annual Report and on the Horden Parish Council Website.

HPC **Member Reports Appointed to Outside Bodies.**

17/18/216 Cllr L Williams provided an overview of the Horden Youth and Community Management Committee.

Meeting concluded at 7:08pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 5th April 2018

Present: Councillor D Tait (Chairman)
Councillors C Cain, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, I Roberts, L Williams, E Wood.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

P&C **Apologies for Absence.**

17/18/046 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, J Clark, W Smith.

P&C **Declarations of Interest.**

17/18/047 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 14th March 2018.**

17/18/048 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

P&C **Thorpe Road Cemetery Complaint.**

17/18/049 Members considered the complaint regarding water and mole issues at the cemetery.

RESOLVED: That the Clerk liaise with the Parks and Cemetery Manager to review the current water removal arrangements and the information be NOTED.

Meeting concluded at 7:26pm.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 5th April 2018

Present: Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, I Roberts, D Tait, L Williams, E Wood.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

F&GP **Apologies for Absence.**

17/18/095 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, J Clark, W Smith.

F&GP **Declarations of Interest.**

17/18/096 There were no declarations of interest.

F&GP **Minutes of the Finance and General Purposes Committee Meetings held 14th March 2018.**

17/18/097 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

F&GP **Parish Council Financial:**

17/18/098 **a) Bank Balances as at 31/03/2018.**

The Deputy Clerk reported the bank balances as at 31/03/2018 being £622,813.65 less Cemetery Extension Loan balance of £394,910 = £227,903.65.

RESOLVED: That the information be NOTED.

b) Income and Expenditure Report.

Members noted the budget overspends reported in the Deputy Clerk's Budget Monitoring Report.

RESOLVED: That the information be NOTED.

c) Debtor Report.

Members considered the report.

RESOLVED: That the information be NOTED.

d) Cash Cheques.

The Deputy Clerk requested £250 Petty Cash.

RESOLVED: To APPROVE Payment.

e) Bank Transfer.

The Deputy Clerk advised the bank transfer for March 2018 was £16,106.44.

RESOLVED: To APPROVE Transfers.

F&GP **Invoices for endorsement for payment.**

17/18/099 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

F&GP **Members/Officers Allowances.**

17/18/100 The Deputy Clerk advised she had received the following claims:

Travel Claim for the Deputy Clerk for £112.

Travel Claim for the Clerk for £28.

RESOLVED: That the payments be APPROVED.

F&GP **Sunderland Road Pavilion Roof.**

17/18/101 **a) Contracts and Procurement Standing Order Exemption**

Members considered the Exemption Application Form. Members acknowledged that they have discharged their duty to comply with Articles 109 to 114 of the 2015 Public Contracts Regulations and their obligation to procure best value for money in the three previous Tender Exercises conducted.

RESOLVED: To APPROVE the exemption in accordance with Contracts and Procurement Standing Order 6.7(g) "The work to be executed, is required as a matter of urgency".

b) Quotation.

Members considered a quotation for the pitched roof, as per the specification.

It was **RESOLVED:**

i. To APPROVE the quotation from Regent Maintenance for £59,122.75 + VAT.

ii. To APPROVE the allocation of £9,658 from Earmarked Reserve Property Repair to fund the budget overspend.

iii. That any additional funds required are met from the General Reserve.

F&GP **Donation Request – Friends of the Women's Gala.**

17/18/102 Members considered the donation request form.

RESOLVED: To APPROVE donation of £100 under the Local Government Act 1972, s.145, Provision of Entertainment and Support of the Arts including festivals and celebrations.

F&GP Durham Deafened Support 20th Anniversary Celebration.

17/18/103 Members considered attendance.

RESOLVED: Cllrs notify the Office should they wish to attend.**F&GP** Planning Applications.

17/18/104 There were no Planning Applications to consider.

*Meeting concluded at 7:55pm.***Hornden Parish Council Invoices for Payment**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies	26.01.18	6x CCTV camera signs	£180.00	BACS
Angel Springs	28.02.18	SWC water cooler	£19.24	D/D
Arco	07.03.18	26x latex gloves	£32.76	BACS
Arco	07.03.18	Staff Clothing	£393.29	BACS
Arco	07.03.18	Staff Clothing	£424.16	BACS
Arco	12.03.18	Staff Clothing	£16.80	BACS
Arco	26.03.18	Staff Clothing	£23.98	BACS
Arco	26.03.18	Staff Clothing	£50.46	BACS
Arco	26.03.18	Staff Clothing (credit)	(£55.76)	BACS
Arco	29.03.18	Wooly Hat (staff clothing)	£3.20	BACS
Arco	29.03.18	Returned Staff Clothing (Credit)	(£23.98)	BACS
Ashley Gases	05.03.18	SWC Cellar gas	£22.32	BACS
Ashley Gases	19.03.18	SWC Cellar gas	£22.32	BACS
Better Bounce	22.03.18	Replacement Trampoline Beds	£789.00	312930
Biffa	30.03.18	Recycle Trade Waste	£16.72	DDR
Black Box Security	20.03.18	Call out charges for CCTV	£40.80	BACS
BOC	28.02.18	CO2 Monitor	£35.76	D/D
BOC	31.03.18	Bar CO2 Monitor	£35.76	DDR
British Gas	12.03.18	Welfare Ground electricity 02.02.18 - 28.02.18 (Re-charge)	£59.62	D/D
BT	12.02.18	SWC Alarm line rental	£0.44	D/D
CISWO	25.03.18	Sunderland Road annual rent 25.03.18-24.03.19	£342.58	BACS
CNG	10.03.18	Supporters club fixed gas charges	£17.59	BACS
Co-Op Bank	01.03.18	BACS charges	£58.72	D/D
DTA	29.03.18	SWC bar supplies	£177.60	BACS
Durham County Council	02.03.18	Repairs to ride-on and Tractor	£614.75	BACS
Durham County Council	28.02.18	SWC lift service	£63.72	BACS
Durham County Council	09.03.18	Service and repairs to Great Dane cutter, repair to ride on	£296.91	BACS
Durham Miners' Gala Brochure	12.03.18	Miners' gala brochure advert	£85.00	312940
EDF Energy	13.02.18	Sunderland Road electricity charges	£106.00	D/D
EDF	01.03.18	Sunderland Road Electricity	£57.00	DDR
Go2Electrical	22.03.18	Supplied & fitted LED floodlights to rear of SWC	£250.00	BACS
Go2Electrical	27.03.18	Supplied & fitted LED panel to DDS office	£110.00	BACS
Gazprom	14.03.18	SWC gas charges 31.01.18 - 28.02.18	£1,272.33	D/D
Homecare	22.03.18	stroke oil, chainsaw oil, nuts, bolts	£40.61	BACS
Horns Garden Centre	28.02.18	Wheelbarrow, WD40	£43.98	BACS
Innerglass	02.03.18	Industrial Vacuum cleaner	£390.00	BACS
Innerglass	02.03.18	Safety boots	£32.42	BACS
ITC	28.02.18	Remote Backup	£30.00	D/D
ITC	31.03.18	Remote back up	£30.00	DDR
Kompan	28.03.18	Welfare Park Play Equipment	£9,670.72	312931
LWC	09.03.18	SWC bar supplies	£330.85	D/D
LWC	29.03.18	Bar Supplies	£425.98	DDR
Mortons	13.03.18	Provision of legal fees	£1,620.00	312938
O'Briens	28.02.18	Recycle Trade Waste	£16.72	D/D

