

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 14th February 2019

Present: Councillor D Tait (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Roberts, A Turner.
Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

P&C **Apologies for Absence.**

18/19/047 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, I Mclean, W Morrow, J Robinson, L Williams, E Wood.

P&C **Declarations of Interest.**

18/19/048 There were no declarations of interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 10th January 2019.**

18/19/049 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 **Chapel of Rest Refurbishment.**

18/19/050 The Deputy Clerk/RFO advised that there is a funding opportunity of £4,000 towards the refurbishment of the Chapel of Rest windows. The quotation a total cost of £7,767; the Council would need to fund the remaining balance of £3,767 from the funds earmarked in 2019/20 budget for the refurbishment.

The Deputy Clerk/RFO recommended that a specification of works for the internal refurbishment should be commissioned by an architect who can advise on Building Regulations etc.

It was **RESOLVED:**

- i. That the Deputy Clerk/RFO proceed with the funding application.
- ii. The Deputy Clerk/RFO commission the services of an architect for the internal refurbishment plans.

P&C **Thorpe Road Cemetery Extension Capital Works.**

18/19/051 The Deputy Clerk/RFO advised that the Project Manager had met on site with the contractor to address the outstanding snagging issues and that a Cemetery Development Committee Meeting will be convened to address the items arising from the site meeting.

RESOLVED: That the information is NOTED.

P&C **Thorpe Road Cemetery Official Re-opening.**

18/19/052 The Deputy Clerk/RFO advised that due to a prior commitment the Bishop of Durham is unable to attend 30th March 2019.

RESOLVED: To defer the official re-opening ceremony to a later date that the Bishop can attend.

Meeting concluded at 6:14pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 14th February 2019

Present: Councillor E Connor (Chairman)

Councillors C Cain, J Clark, D Langan, F Leadbitter, I Roberts, D Tait, A Turner.

Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

F&GP **Apologies for Absence.**

18/19/120 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, I Mclean, W Morrow, J Robinson, L Williams, E Wood.

F&GP **Declarations of Interest.**

18/19/121 There were no declarations of interest.

F&GP **Minutes of the Finance and General Purposes Committee Meeting held 10th January 2019.**

18/19/122 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;**

18/19/123 **a) Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/01/2019.**

The RFO reported the bank balances as at 31/01/2019 being £236,200.94.

The RFO further reported the estimated General/Earmarked Reserve Balances at £162,295; resulting in an estimated Cash Flow of £74,005.

RESOLVED: That the information be NOTED.

b) Bank Reconciliations at as 31st December 2018.

RESOLVED: That the information be NOTED.

c) Income and Expenditure Report to 31/12/2018.

Members noted the current levels of income and expenditure and considered the RFO's Budget Monitoring Report with detailed budget overspends. Members queried the process of budget overspends by Service Area Managers, the RFO advised that she was in the process of drafting new Financial Regulations with additional control measures and authority to manage overspends by Managers.

RESOLVED: That the Members NOTED the budget overspends presented in the reports.

d) Debtor Report.

Members considered the report.

RESOLVED: That the Clerk is given plenary powers to pursue Peterlee Town Council's outstanding debt of £18,408, a portion of which dates back to 2017, in accordance with the Council's Debtors Policy.

e) Cash Cheques.

The Deputy Clerk/RFO requested a cash cheque for £300 Petty Cash.

RESOLVED: To APPROVE payment.

f) Bank Transfer.

The Deputy Clerk/RFO advised there was no bank transfer for January 2019.

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

18/19/124 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

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

18/19/125 The Deputy Clerk/RFO advised she had the following claim:

Participation Allowance for Cllr A Turner for £571.93.

RESOLVED: To APPROVE payment.

F&GP **Horden Recreation Ground Repayment of Debtor Balance.**

18/19/126 The Deputy Clerk/RFO reiterated the Council's position with regard to the charity opening balance having being carried over in the Council's Statement of Accounts at the close of 2017/18 as a debtor, in a bid to separate the charity accounts from the council. The charity have now repaid the debt, clearing the debtor balance and therefore the £40,678 trust funds are repayable to Horden Recreation Ground Charity.

RESOLVED: In discharging its responsibility with regard to trust funds, the repayment of £40,678 to Horden Recreation Ground Charity is APPROVED.

F&GP Banking Arrangements.

18/19/127 Members considered the Deputy Clerk/RFO's Banking Comparison of fees and charges, considered a priority by the Risk Management Committee. The Deputy Clerk/RFO advised Members that long term the Council should consider the introduction of an investment strategy when their General Reserve Balance is at a realistic level. It was **RESOLVED**:

- i. That in view of the proposed fees and charges by alternative banks, the Council continue their current banking arrangements with the Co-operative Bank.
- ii. That the information is NOTED.

F&GP Sunderland Road Pavilion and Bungalow Water Meter.

18/19/128 Members discussed the current water meter arrangements at Sunderland Road Playing Fields. **RESOLVED**: To inform Northumbrian Water of the absence of a water meter.

F&GP Planning Applications.

18/19/129 DM/18/03772/FPA – Change of Use from Electrical Shop (A1) to Chiropodist Clinic (D1) at Sornel Limited, Sunderland Road, Horden for Mrs Summerbell.

RESOLVED: No comment is made and the information is NOTED.

Meeting concluded at 7:08pm.

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies	05.02.19	3x Gold laminate signs for SWC lift	£61.20	BACS
Angel Springs Limited	31.12.18	SWC Water Cooler	£19.24	D/D
Banner	01.02.19	Hand towel dispenser	£10.06	BACS
Banner	01.02.19	6 rolls of hand towel	£8.48	BACS
Biffa Waste Services	31.12.18	SWC Recycle Trade Waste	£18.05	D/D
BOC Limited	15.01.19	Removal of CO2 Monitor	£180.00	D/D
Booker Wholesale	23.01.19	Panto Drinks/Bar Supplies	£254.99	D/D
Booker	04.02.19	SWC Bar supplies	£362.44	D/D
Durham County Council	15.01.19	SWC Lift Service	£66.00	BACS
DVLA	07.01.19	12 Months Road Tax YB08 RCX	£250.00	313075
EDF	22.01.19	X2 months electricity Sunderland Rd Electricity	£254.00	D/D
Fire Safety Professionals	01.02.19	Preparation of fire risk assessment	£325.00	BACS
Gazprom Energy	02.01.19	SWC Gas 30/11/18 30/12/18	£1,322.39	D/D
Go2 Electrical	06.02.19	Cemetery lodge bathroom fan supplied and fitted	£350.00	313095
Go2 Electrical	06.02.19	SWC main hall wall lights x6 supplied and fitted.	£380.00	313095
Harbro	14.01.19	2 x CO2 Alarms	£34.10	BACS
Homecare	23.01.19	5 light tubes, 5 light starters	£34.45	BACS
Horns Garden Centre	03.01.19	8 Watering Cans	£29.52	BACS
Hydraulic Tech Services	17.01.19	Tractor Repairs	£72.50	BACS
Innerglass	22.01.19	Hand towels	£34.03	BACS
ITC Service Limited	31.12.18	Office 365 Mailbox 27/12/18-26/01/19	£54.24	D/D
ITC Service Limited	06.02.19	Office 365 Mailbox 27/01/19-26/02/19	£54.24	D/D
Pat Lavery	04.02.19	Transit vat M.O.T	£24.00	313087
Pat Lavery	04.02.19	Transit van repairs 3x tyres, 1x headlight bulb, full service, renew radiator, renew rear brakes and handbrake cables	£655.00	313087
RBS	05.02.19	Booking software annual maintenance	£226.80	BACS
Select Telecom Limited	31.12.18	Telephone calls, lines & internet	£100.84	D/D
Society of Local Council Clerks	04.01.19	Membership Renewal	£220.00	313083
SSE/SWALEC	10.01.19	Memorial Park Electricity 02/10/18-01/01/19	£57.68	D/D
SSE/SWALEC	14.01.19	SWC Electricity 14/09/18 - 01/01/19	£2,343.65	D/D
TJ's Heating & Home Improvements	13.01.19	Supply/Fit Water Meter Cemetery House & Additional Works	£475.00	313088
Vodafone	20.01.19	Mobile Phones	£74.60	D/D
OTHER PAYMENTS				
Co-op Bank	10.01.19	Wages Week 40	£5,124.90	D/D
Co-op Bank	17.01.19	Wages Week 41	£4,693.32	D/D

Co-op Bank	24.01.19	Wages Week 42	£4,347.10	D/D
Co-op Bank	31.01.19	Wages Week 43	£4,403.91	D/D
Co-op Bank	07.02.19	Wages Week 44	£4,289.66	D/D
Durham County Council	05.02.19	Attachment of Earnings wks 40-43	£82.45	313094
DCC Pensions	05.02.19	Superannuation wks40-43	£5,646.06	313089
HMRC	05.02.19	PAYE wks 40-43	£4,542.09	313090
HMRC	05.02.19	PAYE months 9-10	£209.20	313091
HMCS	05.02.19	Attachment of Earnings wks 40-43	£50.00	313092 / 313093
NWG	03.01.19	Cemetery Water Monthly Standing Charge	£72.00	D/D
Customer	06.02.19	Refund Cancelled Booking (less deposit)	£155.00	313085
		Horden Parish Council January 2019 TOTAL	£41,968.19	