

HORDEN PARISH COUNCIL
Minutes of Meeting held 2 February 2023

Present: Councillor W Morrow (Chairman)
 Councillors J Brown, C Cain, D Gregory, E Laing, F Leadbitter, W Smith, D Tait, A Turner, F Winrow.
Staff: Mrs S Shippen (Clerk to the Council), Miss G Rowe (Deputy Clerk & RFO).

HPC 22/23/215 **Apologies for Absence.**
RESOLVED: That apologies be APPROVED for Councillors I Roberts and J Ward.

HPC 22/23/216 **Declarations of Interest.**
 There were no declarations of interest.

HPC 22/23/217 **Minutes of the Horden Parish Council Meeting held 12 January 2023.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 22/23/218 **Public Participation.**
 Council received no representation.

HPC 22/23/219 **Register of Delegated Decisions.**
RESOLVED: Council APPROVE the report.

HPC 22/23/220 **Revised Risk Management Policy and Strategy.**
RESOLVED: Council APPROVE the revised Risk Management Policy and Strategy.

HPC 22/23/221 **Strategic Risk Register.**
RESOLVED:

- i. Council reduce Risk no.3 likelihood from 'Probable' to 'Possible'.
- ii. Subject to the above amendment Council APPROVE the Strategic Risk Register.

At 6:22pm Cllr W Smith entered the Meeting.

HPC 22/23/222 **Financial Risk Register.**
RESOLVED:

- i. Council include 'earlier planning and member involvement' as an additional planned control improvement for risk no.2 – Precept;
- ii. Subject to the amendment Council APPROVE the Strategic Risk Register.

HPC 22/23/223 **Members Allowances Report.**
RESOLVED:

- i. Council AGREE the rate of Members' Allowance for 2023/24 at £571.93;
- ii. Council APPROVE the payment of all Members' Allowances on Thursday 29th June 2023;
- iii. Council AGREE the review and re-distribution of any unspent budget for Members Allowances in September 2023.

HPC 22/23/224 **Durham County Council's Standards Committee Parish and Town Council Member Vacancy.**
RESOLVED: Council make no nomination.

HPC 22/23/225 **Damage and Incident Report(s).**
RESOLVED: Council NOTE the information.

HPC 22/23/226 **Cemetery Burial and Income Report 21 November to 18 December 2022.**
RESOLVED: Council RECEIVE the information.

HPC 22/23/227 **Parish Council Financial:**

- i. **Bank Balances (Balance Sheet).**
RESOLVED: Council APPROVE the Bank Balances and Balance Sheet dated 19/01/2023.
- ii. **Finance Report to 31/12/2022 - Close of Month 9.**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 9.
- iii. **Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council APPROVE debit card transaction totaling £235.77.

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iv. **Bank Transfer(s).**

The RFO requested a transfer of £50,000 from the CCLA Public Sector Deposit Fund to Current Account.

RESOLVED: Council APPROVE transfer of £50,000.

HPC **Invoices for endorsement for payment.**

22/23/228 **RESOLVED:** to ENDORSE payment for the attached schedule of invoices at £27,956.71 plus the additional schedule at £11,486.48 totaling £39,443.19.

HPC **Internal Audit Arrangements 2023/24 Beyond.**

22/23/229 **RESOLVED:** Council AGREE to invite tenders from the Directory of Internal Auditors, for a three-year service level agreement, for the provision of internal audit.

HPC **BACS and Chaps Payments.**

22/23/230 **RESOLVED:** Council APPROVE the continued use of BACS or CHAPS for the making of payments.

HPC **Direct Debit Mandates.**

22/23/231 **RESOLVED:** Council APPROVE the existing bank mandates and the continued use of variable direct debits for the making of payments.

HPC **Members/Officers Allowances.**

22/23/232 The RFO advised she had the following claim:
Participation Claim for Cllr C Cain for £500.

RESOLVED: Council APPROVE payment.

HPC **2024/25 Budget Setting Priorities.**

22/23/233 **RESOLVED:** Council AGREED:

- i. To review Income and Expenditure codes separating operational and strategic income and expenditure.
- ii. To explore visual representation options for presentation of budgets.
- iii. To form a Finance and Budget Working Group.

HPC **Reduced Office Opening Hours.**

22/23/234 **RESOLVED:** Council AGREE the closure of the Parish Council Office to the public, without an appointment, from 3pm Monday to Friday subject to a six-month review.

HPC **CDALC Training.**

22/23/235 **RESOLVED:** Council made no nominations.

7pm - At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the Meeting by an additional 30 minutes.

HPC **Durham County Council Consultation – Review of Customer Access Points.**

22/23/236 **RESOLVED:**

- i. Council comment in support of an access point in Horden considering Durham County Council have an existing office base in Horden Social Welfare Centre.
- ii. The Clerk to the Council request statistics of how many Horden residents are accessing existing customer access points.

HPC **Durham County Council Consultation – Review of Public Spaces Protection Order.**

22/23/237 **RESOLVED:** Council APPROVE the inclusion of marked sport pitches at Sunderland Road Playing Fields, Horden Welfare Park football ground, bowling greens, cricket ground and training pitches (formerly No 2) and Horden Welfare Park MUGA.

HPC **Durham County Council Consultation – Review of Traffic Sensitive Streets.**

22/23/238 **RESOLVED:** Council make no comment.

Meeting concluded at 7:19pm

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Horden Parish Council Invoices for Payment January 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Re
Amazon	05.01.23	Litter Picker	£30.50	BACS
Amazon	05.01.23	Litter Picker	£30.51	BACS
Amazon	30.01.23	Date Stamp	£4.16	BACS
Arco Limited	20.07.22	10 Embroidered Hi-Vis Vests	£82.44	BACS
Banner	16.01.23	Blue Roll -Cemetery	£41.88	BACS
Co-operative Bank	03.01.23	BACS/FD Online Fees 01/12/2022-31/12/2022	£60.74	D/D
J J Dell & Co	14.11.22	Annual Rent Station Road Allotment Site 2021	£1,435.00	BACS
Durham County Council	06.12.22	Repairs to Ride On, Trailer Wheel and Water Pump	£207.11	BACS
DWP Joinery Services	27.01.23	Vermin Control - Cemetery	£56.00	BACS
ES Systems Ltd	01.01.23	Microsoft Office Subscription	£42.96	D/D
Horn's Garden Centre	05.12.22	2 x Shovels - Cemetery	£39.98	BACS
ITC Service Limited	20.01.23	Resolving Scanning Issue	£150.00	D/D
Rialtas Business Solutions	27.01.23	Making Tax Digital for VAT Annual Subscription	£141.61	BACS
Geo Robinson Sons	31.12.22	DIY Goods	£50.78	BACS
SEFE Energy (was Gazprom)	14.12.22	Gas - SWC 31/10/2022 - 29/11/2022	£737.16	D/D
SEFE Energy (was Gazprom)	17.01.23	Gas - SWC 30/11/2022 - 30/12/2022	£963.87	D/D
Select Telecom Limited	01.11.22	Supply and Installation Two Handsets - HPC Office	£120.00	D/D
Select Telecom Limited	31.12.22	Admin Phone Lines/Calls/Internet	£115.19	D/D
TJ's Heating & Home Improvements	26.01.23	Fit Hot Water Tank - SWC Kitchen	£125.00	BACS
Total Energies	08.01.23	SWC Electricity 01/10/2022 - 13/12/2022	£1,695.44	D/D
Total Energies	08.01.23	Cemetery Electricity 01/10/2022 - 13/12/2022	£206.02	D/D
Total Energies	08.01.23	Sland Rd Pavilion Electricity 01/12/2022 - 31/12/2022	£296.68	D/D
Total Energies	08.01.23	Memorial Park Electricity 01/10/2022 - 13/12/2022	£73.59	D/D
Turfcare	28.11.22	Supply and Deliver Christmas Tree	£1,140.00	BACS
Uniform Supplies	09.01.23	Uniform - DM and AL	£205.81	BACS
Vodafone	20.12.22	Mobile Phones	£58.82	D/D
Waterlogic	26.01.23	Water Cooler Rental & Service	£35.00	D/D
Wex	02.01.23	Equipment Fuel - Cemetery	£99.12	D/D
Wex	16.01.23	Vehicle Fuel - Pick up FX11 FSV	£76.50	D/D
Zurich Municipal	10.01.23	Variation to Insurance Policy	£87.10	BACS
OTHER PAYMENTS				
Co-op Bank	05.01.23	Wages Week 40	£4,674.09	BACS
Co-op Bank	12.01.23	Wages Week 41	£5,032.49	BACS
Co-op Bank	19.01.23	Wages Week 42	£5,013.07	BACS
Co-op Bank	26.01.23	Wages Week 43	£5,013.67	BACS
H M Courts & Tribunals	30.01.23	Attachment Weeks 41-44	£20.00	31349€
Durham County Council	30.01.23	Attachment Weeks 41-44	£164.15	31349€
Durham County Council	30.01.23	Superannuation Weeks 41-44	£5,789.16	31349€
HMRC	30.01.23	PAYE Weeks 41-44	£5,070.59	31349€
HMRC	30.01.23	PAYE Month 10	£100.00	31350€
Wave	13.01.23	Water - SWC 13/10/2022-12/01/2023	£157.00	D/D
Horden Parish Council JANUARY 2023 TOTAL			£39,443.19	

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