

HORDEN PARISH COUNCIL
Minutes of Annual Meeting held 4 May 2023

Present: Councillor F Leadbitter (Chairman)
 Councillors J Brown, C Cain, E Laing, W Morrow, I Roberts, A Turner, J Ward and F Winrow.
Staff: Mrs S Shippen (Clerk to the Council).

HPC **Election of Chairman**

23/24/001 **RESOLVED:** That Councillor Frank Leadbitter be elected as Chairman for 2023/24.

HPC **Signing of the Chairman's Declaration of Acceptance of Office**

23/24/002 Councillor Frank Leadbitter signed the declaration of acceptance of office for the position of Chairman.

HPC **Election of Vice Chairman**

23/24/003 **RESOLVED:** that Councillor Chris Cain be elected as Vice Chairman for 2023/24.

HPC **Apologies for Absence.**

23/24/004 **RESOLVED:** That apologies be APPROVED for Councillors D Gregory, W Smith, D Tait and L Williams.

HPC **Minutes of the Horden Parish Council Meeting held 6 April 2023.**

23/24/005 **RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Declarations of Interest.**

23/24/006 Councillor F Leadbitter made a declaration of interest in item 22 in relation to an invoice from Station Road Allotments Association as the Chairman; Councillor C Cain made a declaration of interest in item 27 as his son is employed by the Council.

HPC **Review of Scheme of Delegation and Terms of Reference of Council Committees**

23/24/007 **RESOLVED:** that the Parks & Cemetery Development Committee and Asset Management Committee be merged and the Clerk to the Council amalgamate the terms of reference; the Personnel, Parks & Cemetery Development & Asset Management and Social Welfare Centre & Events Committees be reduced to 5 members; the remainder of the scheme of Delegation and Terms of Reference were APPROVED.

HPC **Appointment of New Committees**

23/24/008 **RESOLVED:** that no new committees be formed.

HPC **Election of Members to Committees**

23/24/009 **RESOLVED:** that the following elections to Committees be made for 2023/24:

Appels Panel: Councillors F Leadbitter, D Tait, A Turner and F Winrow. **Chairman:** to be appointed at any meeting of the panel. **Substitutes:** Any Member not on Personnel Committee.

Employee Forum: Councillors E Laing, F Leadbitter, W Morrow and I Roberts. **Chairman:** Councillor I Roberts. **Substitutes:** none appointed.

Parks & Cemetery Development and Asset Management Committee: Councillors J Brown, E Laing, W Morrow, J Ward and F Winrow. **Chairman:** Councillor W Morrow. **Vice Chairman:** Councillor F Winrow. **Substitutes:** all other councillors.

Personnel Committee: Councillors J Brown, W Morrow, I Roberts, J Ward and L Williams. **Chairman:** Councillor I Roberts. **Vice Chairman:** Councillor W Morrow. **Substitutes:** none appointed.

Risk Management Committee: Councillors C Cain, D Gregory, F Leadbitter, I Roberts and D Tait.

Chairman: Councillor C Cain. **Vice Chairman:** Councillor F Leadbitter. **Substitutes:** all other councillors.

SWC and Events Management Committee: Councillors C Cain, D Gregory, F Leadbitter, I Roberts and F Winrow. **Chairman:** Councillor I Roberts. **Vice Chairman:** Councillor C Cain. **Substitutes:** all other councillors.

Further that any committee member who is not able to attend a meeting advises the Clerk of their substitute.

HPC **Review of Standing Orders**

23/24/010 The Clerk to the Council **RESOLVED:** that in accordance with Standing Order 26b and c, the revocation of existing standing orders and the addition of the new standing orders be proposed and seconded without debate and remain on the table until the next meeting of Council.

HPC **Review of Financial Regulations**

23/24/011

RESOLVED: to add the SWC & Events Manager at 6.16 subject to bank approval; subject to the addition, to APPROVE the revised Financial Regulations.

HPC

23/24/012 Review of Arrangements with other authorities

RESOLVED: to APPROVE the arrangements.

HPC

23/24/013 Election of Members to Outside Bodies

RESOLVED: to remove Horden Youth and Community Centre and Horden Regeneration Partnership from the list of representative organisations; further, to APPOINT the following members to outside bodies **County Durham Association of Local Councils Larger Councils Forum** – Councillors W Morrow and I Roberts plus the Clerk to the Council; **East Durham Association of Parish & Town Councils** – Councillors C Cain, F Leadbitter and I Roberts; **East Durham Trust** – Councillor F Leadbitter; **Horden Residents' Association** – Councillor J Ward; **Horden Recreation Ground** – all councillors.

HPC

23/24/014 Confirmation of Insurance Cover 2023/24

RESOLVED: Council NOTES the long term agreement with Zurich Municipal which runs to June 2024.

HPC

23/24/015 2023/24 Subscriptions

RESOLVED: the schedule of subscriptions for 2023/24 be APPROVED.

HPC

23/24/016 Meeting dates 2023/24

The Clerk to the Council advised that the date for the June meeting should be 1st not 8th.

RESOLVED: subject to the amendment of the June meeting to 1st, the schedule of meetings be APPROVED.

7pm: At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the meeting by up to one hour.

HPC

23/24/017 Public Participation.

No members of the public were present.

HPC

23/24/018 Register of Delegated Decisions.

There were no delegated decisions to report.

HPC

23/24/019 Damage and Incident Report(s).

RESOLVED: Council NOTE the information.

HPC

23/24/020 Cemetery Burial and Income Report 25 March to 21 April 2023.

RESOLVED: Council NOTE the information.

HPC

23/24/021 Parish Council Financial:

a) Bank Balances (Balance Sheet).

RESOLVED: Council APPROVE the Bank Balances and Balance Sheet to 31/3/2023, noting that year-end adjustments may occur.

b) Finance Report to 31/3/2023 - Month 12 (pre-year end).

RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 12 noting that year-end adjustments may occur.

c) Cash Withdrawal(s) and Debit Card Transactions.

RESOLVED: Council APPROVE debit card transaction totalling £917.99.

d) Bank Transfer(s).

RESOLVED: that a transfer of £200,000 to the CCLA Public Sector Deposit Fund from the Current Account following receipt of the first half precept.

HPC

23/24/022 Invoices for endorsement for payment.

RESOLVED: to ENDORSE payment for the attached schedule of invoices at £52,359.05 plus the additional April schedule at £1,808.68 totalling £54,167.73.

HPC

23/24/023 Members/Officers Allowances.

RESOLVED: a claim from The Clerk to the Council for travel of £160.20 be APPROVED.

HPC

23/24/024 Cemeterya) Motion from Councillor W Morrow

RESOLVED: to temporarily remove the bollard adjacent to the Chapel and erect a sign advising "Disabled Access Only" and monitor the situation.

b) Request to reconsider refusal for seat

RESOLVED: that the decision for the seat to be declined in the area requested be confirmed as there is not any room in the area, and a further offer of an alternative space be made.

HPC

23/24/025 Request for Financial Assistance – Durham Pride

RESOLVED: that a donation of £100 be made.

HPC

23/24/026 Internal Audit Reportsa) Event Management

RESOLVED: that in future inspections before, during and after an event be done by the SWC & Events Manager accompanied by either a Member of the SWC & Events Management Committee or another member of staff; and that event management plans are completed for all events.

b) Key Financials


RESOLVED: that the changes to Financial Regulations approved earlier in the meeting resolve the only matter raised.

HPC

23/24/027 Locking Up Duties

RESOLVED: that the Clerk to the Council meet with staff to come up with a suggested solution, or alternative proposals and either report to Council or arrange a meeting of Personnel Committee.

Meeting concluded at 8.30pm

 2/4/23