

HORDEN PARISH COUNCIL
Minutes of Meeting held 1 June 2023

- Present:** Councillor F Leadbitter (Chairman)
 Councillors R Bagnall, D Gregory, E Laing, W Morrow, I Roberts, D Tait, A Turner, J Ward and F Winrow.
- Staff:** Mrs S Shippen (Clerk to the Council).
- HPC 23/24/028** **Apologies for Absence.**
RESOLVED: That apologies be APPROVED for Councillor J Brown and be RECEIVED for Councillor C Cain.
- HPC 23/24/029** **Declarations of Interest.**
 Councillor R Bagnall made a declaration of interest in item 11 as his son works in the park.
- HPC 23/24/030** **Minutes of the Horden Parish Council Annual Meeting held 4 May 2023.**
RESOLVED: that the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 23/24/031** **Public Participation.**
 No members of the public were present.
- HPC 23/24/032** **Register of Delegated Decisions.**
 There were no delegated decisions to report.
- HPC 23/24/033** **Damage and Incident Report(s).**
RESOLVED: Council advised the Clerk to the Council that the expectation is that all anti-social behaviour incidents be reported to police; further that the Clerk work with Creative Youth Opportunities to be part of the approach to dealing with ASB.
- HPC 23/24/034** **Cemetery Burial and Income Report 22 April to 19 May 2023.**
RESOLVED: Council NOTE the information.
- HPC 23/24/035** **Parish Annual Assembly**
RESOLVED: Council NOTE the minutes of the meeting held 18th May 2023.
- HPC 23/24/036** **Standing Orders**
RESOLVED: that the revised Standing Orders be ADOPTED as tabled.
- HPC 23/24/037** **Terms of Reference Parks & Cemetery Development & Asset Management Committee**
RESOLVED: that Council APPROVE the terms of reference.
- HPC 23/24/038** **Locking Up Duties**
RESOLVED: to AGREE to advertise for two part-time staff to cover weekend duties allowing a three month period for recruitment. If recruitment is not successful to review the position.
- HPC 23/24/039** **The Local Government Boundary Commission for England – Draft Recommendations for Division Boundaries in County Durham**
RESOLVED: that the information be ACCEPTED.
- HPC 23/24/040** **Request for Financial Assistance – Women Against Pit Closures 40th Anniversary**
RESOLVED: that use of a room for fundraising activities be offered.
- HPC 23/24/041** **Parish Council Financial:**
- a) **Bank Balances**
RESOLVED: Council APPROVE the Bank Balances at 30/04/2023 as £920,143.61.
- b) **Finance Report to 31/03/2023 – Year end.**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to year end.
- c) **Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council APPROVE debit card transaction totalling £249.62.

 6/6/23
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d) **Bank Transfer(s).**

The Clerk to the Council advised that a transfer from the Co-operative savings accounts to the CCLA Public Sector Deposit Fund would be better for interest generation.

RESOLVED: Council **NOTE** the information and allow the Clerk to transfer funds as appropriate and report to Council for approval.

HPC **Invoices for endorsement for payment.**

23/24/042 **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £58,870.44.

HPC **Members/Officers Allowances.**

23/24/043 The Clerk to the Council advised she had no claims.

HPC **Annual Governance & Accountability Return 2022/23.**

23/24/044 a) **Internal Auditor's Report**

RESOLVED: that Council **RECEIVE** the information.

b) **Annual Governance Statement**

The Clerk to the Council took Members through the required statements, advising of the Council's processes and procedures which would allow them to be assured in responding yes.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

RESOLVED: Council responded Yes to this statement.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

RESOLVED: Council responded Yes to this statement.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

RESOLVED: Council responded Yes to this statement.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

RESOLVED: Council responded Yes to this statement.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

RESOLVED: Council responded Yes to this statement.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

RESOLVED: Council responded Yes to this statement.

7. We took appropriate action on all matters raised in reports from internal and external audit.

RESOLVED: Council responded Yes to this statement.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

RESOLVED: Council responded Yes to this statement.

9. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

RESOLVED: Council responded Yes to this statement.

RESOLVED: that Council **APPROVE** the Annual Governance Statement for 2022/23 to be signed by the Chairman and Clerk with the minute reference being inserted once minutes are produced.

c) **Annual Accounting Statements**

RESOLVED: that Council **APPROVE** the Annual Accounting Statements for 2022/23 to be signed by the Chairman with the minute reference being inserted once minutes are produced.

d) **Notification of Dates for Elector's Rights**

RESOLVED: that Council **APPROVE** the dates of the Exercise of Public Rights as 7th June to 18th July 2023, with the appropriate notices being placed on 6th June 2023.

Handwritten signature and date 6/17/23.

HPC **SWC Major Schemes**

23/24/045

a) Roof Repairs

RESOLVED: that the item be **DEFERRED** to the next meeting to allow for confirmation regarding whether gutters are deep flow, the colour of facias and guttering and the timescales for work to be carried out.

b) Boiler Replacement

RESOLVED: that the item be **DEFERRED** to the next meeting to allow for confirmation regarding the adequacy of two 90w boilers and whether zones and valves were included in the specification.

HPC **Chairman & Councillor Surgery**

23/24/046

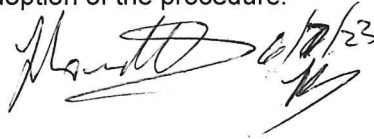
RESOLVED: to **APPROVE** the proposal for a monthly surgery on the first Wednesday of the month.

HPC **Co-option Procedure**

23/24/047

RESOLVED to **APPROVE** the adoption of the procedure.

Meeting concluded at 7.45pm

Handwritten signature and date: 6/12/23

Horden Parish Council Invoices for Payment May 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies & Engraving	24.05.23	A4 Sign - Cemetery	£45.00	BACS
Amazon	11.05.23	Toilet Cleaner	£20.00	BACS
Amazon	12.05.23	Paper Towels	£49.98	BACS
Amazon	12.05.23	Paper Cups	£12.88	BACS
Amazon	14.05.23	Air Freshner	£18.00	BACS
Amazon	17.05.23	Wooden Coffee Stirrers	£15.51	BACS
Amazon	18.05.23	12 x Furniture Polish	£36.00	BACS
Banner	17.05.23	Stationery	£54.87	BACS
Banner	25.05.23	Copier Paper	£84.67	BACS
Buildroute Limited	27.04.23	Boundary Wall Repairs - Cemetery 3rd Invoice	£24,445.64	BACS
Co-operative Bank	02.05.23	BACS/FD Online Fees 01/04/2023 - 30/04/2023	£59.54	D/D
Creative Youth Opportunities	18.05.23	Provision Craft Tent and Face Painting - Coronation	£570.00	BACS
Culligan/Waterlogic	16.05.23	Water Cooler Rental & Service	£35.00	D/D
Document Solutions	31.05.23	Photocopier Fees May 2023	£72.80	D/D
Durham County Council	09.05.23	Website Hosting & Support 01/04/2023 - 31/03/2024	£808.49	D/D
ES Systems Ltd	01.05.23	Microsoft Office Subscription	£42.96	D/D
Grounds Management Assoc	01.05.23	2023/2024 Membership Fee	£175.00	BACS
Wilf Husband	28.04.23	Top Soil	£336.00	BACS
IRIS Business Software	12.05.23	Annual Licence Fee 11/06/2023 - 10/06/2024	£419.09	BACS
ITC Service Limited	31.05.23	Office 365 Officers	£167.46	D/D
ITC Service Limited	31.05.23	Unifi security	£30.00	D/D
Magnum Cleaning Service	30.05.23	Window Cleaning - SWC	£45.00	BACS
Network Rail	17.05.23	Station Road Water Pipe Rent to 23/06/2024	£46.58	BACS
Select Telecom	30.04.23	Admin Phone Lines/Calls/Internet	£113.74	D/D
Shoreline Fire Ltd	16.05.23	Bi-Annual Service Fire Alarm & Emergency Lighting - Sunderland Road Changing Rooms	£120.00	BACS
Shoreline Fire Ltd	22.05.23	Bi-Annual Service Fire Alarm & Emergency Lighting - SWC	£120.00	BACS
Steadfast Security Systems	19.05.23	Annual Intruder Maintenance - SWC	£123.60	BACS
Total Energies	09.05.23	SWC Electricity 17/03/2023 - 31/03/2023	£347.90	D/D
Total Energies	23.05.23	Memorial Park Electricity 31/03/2023 - 31/03/2023	£0.94	D/D
Total Energies	23.05.23	Sunderland Road Sports Pavilion Electricity 31/03/2023 - 31/03/2023	£9.14	D/D
Total Energies	23.05.23	Cemetery Electricity 31/03/2023 - 31/03/2023	£7.02	D/D
Vodafone	20.04.23	Mobile Phones	£67.00	D/D
Wex	15.05.23	Equipment Fuel - Cemetery	£138.38	D/D
Wex	28.05.23	Vehicle Trackers	£11.98	D/D
OTHER PAYMENTS				
Co-op Bank	04.05.23	Wages Week 5	£3,914.37	BACS
Co-op Bank	11.05.23	Wages Week 6	£4,269.93	BACS
Co-op Bank	18.05.23	Wages Week 7	£4,418.66	BACS
Co-op Bank	25.05.23	Wages Week 8	£4,278.05	BACS
Durham County Council	25.05.23	Attachment Weeks 6-9	£167.03	313514
Durham County Council	25.05.23	Superannuation Weeks 6-9	£4,727.04	313515
HMRC	25.05.23	PAYE Weeks 6-9	£4,445.19	313516
Horden Parish Council MAY 2023			£54,870.44	

Handwritten signature and date:
 4/1/23