

HORDEN PARISH COUNCIL
Minutes of Annual Meeting held 9 May 2024

Present: Councillor F Leadbitter (Chairman)
 Councillors T Baldasera, C Cain, E Laing, W Morrow, A Turner, J Ward, L Williams, F Winrow and P Wood
Staff: Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
Others present: 3 Members of the Public

HPC **Election of Chairman**
24/25/001 **RESOLVED:** That Councillor Frank Leadbitter be elected as Chairman for 2024/25.

HPC **Signing of the Chairman's Declaration of Acceptance of Office**
24/25/002 Councillor Frank Leadbitter signed the declaration of acceptance of office for the position of Chairman.

HPC **Election of Vice Chairman**
24/25/003 **RESOLVED:** That Councillor William Morrow be elected as Vice Chairman for 2024/25.

HPC **Apologies for Absence.**
24/25/004 **RESOLVED:** That apologies be **ACCEPTED** for Councillors R Bagnall, W Smith and D Tait.

HPC **Minutes of the Horden Parish Council Meeting held 4 April 2024.**
24/25/005 **RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Minutes of Social Welfare Centre/Events Committee Meeting held 25th April 2024.**
24/25/006 **RESOLVED:** That the minutes were **RECEIVED** by the Council.

HPC **Declarations of Interest.**
24/25/007 No declarations were made.

HPC **Review of Scheme of Delegation and Terms of Reference of Council Committees**
24/25/008 **RESOLVED:** Council **APPROVE** that the Parks & Cemetery Development and Asset Management Committee and the Risk Management Committee be merged, the Social Welfare Centre & Events Committees to be split with the Social Welfare Centre moving into the newly created Asset and Risk Committee and the Events Committee made into a Working Group with 5 named members but all Councillors able to attend; and the Clerk to the Council amalgamate the terms of reference; the remainder of the scheme of Delegation and Terms of Reference were **APPROVED**.

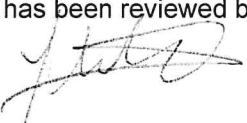
HPC **Election of Members to Committees**
24/25/009 **RESOLVED:** that the following elections to Committees be made for 2024/25:
Appels Panel: Councillors F Leadbitter, D Tait, A Turner and F Winrow. **Chairman:** to be appointed at any meeting of the panel. **Substitutes:** Any Member not on Personnel Committee.
Employee Forum: Councillors T Baldasera, W Morrow, J Ward, L Williams plus one other. **Chairman:** Councillor W Morrow **Substitutes:** none appointed.
Asset and Risk Committee: Councillors R Bagnall, T Baldasera, W Morrow, W Smith and J Ward. **Chairman:** Councillor W Morrow. **Vice Chairman:** Councillor W Smith. **Substitutes:** all other councillors.
Personnel Committee: Councillors T Baldasera, W Morrow, J Ward, L Williams plus one other. **Chairman:** Councillor W Morrow. **Vice Chairman:** Councillor L Williams. **Substitutes:** none appointed.
Events Management Working Group: Councillors P Laing, F Leadbitter, D Tait and F Winrow plus one other. **Substitutes:** all other councillors.

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


HPC **Appointment of New Committees**
24/25/010 **RESOLVED:** No new committees be formed.

HPC **Review of Standing Orders**
24/25/011 **RESOLVED:** Council **APPROVE** Standing Orders.

HPC **Review of Financial Regulations**
24/25/012 **RESOLVED:** Council **AGREE** to defer review until NALC model is available and has been reviewed by Officers.

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- HPC** Review of Arrangements with other bodies.
24/25/013 **RESOLVED:** Council **APPROVE** the arrangements as set out in the report..
- HPC** Election of Members to Outside Bodies
24/25/014 **RESOLVED:** To **APPOINT** the following members to outside bodies **County Durham Association of Local Councils and Larger Councils Forum** – Councillors F Leadbitter and W Morrow plus the Clerk to the Council; **East Durham Association of Parish & Town Councils** – Councillors F Leadbitter, W Smith and J Ward; **East Durham Trust** – Councillor F Leadbitter; **Hornden Residents' Association** – Councillor J Ward with T Baldasera as sub; **Hornden Recreation Ground** – all councillors.
- HPC** Confirmation of Insurance Cover 2024/25
24/25/015 **RESOLVED:** Council **NOTE** the long-term agreement with Zurich Municipal which runs to June 2024.
- HPC** 2024/25 Subscriptions
24/25/016 **RESOLVED:** Council **APPROVE** the schedule of subscriptions for 2024//25.
- HPC** Meeting dates 2024/25
24/25/017 The Clerk to the Council advised that the date for August is scheduled, however that Council may want to consider a summer recess.
RESOLVED: Council **APPROVE** the schedule of meetings with the inclusion of an August recess.
- HPC** Public Participation.
24/25/018 No representations were made.
- HPC** Co-option
24/25/019 Council received three applications for co-option. **RESOLVED:** That B Gash be co-opted as a Councillor.
- HPC** Register of Delegated Decisions.
24/25/020 There were no delegated decisions to report.
- HPC** Damage and Incident Report(s).
24/25/021 **RESOLVED:** Council **NOTE** the information.
- HPC** Cemetery Burial and Income Report 23 March to 28 April 2024.
24/25/022 **RESOLVED:** Council **NOTE** the information.
- HPC** Parish Council Financial:
24/25/023 **a) Bank Balances (Balance Sheet).**
RESOLVED: Council **APPROVE** the Bank Balances and Balance Sheet to 31/3/2024 of £843,774.91, noting that year-end adjustments may occur.
- HPC** **b) Finance Report to 31/3/2024 - Month 12 (pre-year end).**
24/25/024 **RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report to Month 12 noting that year-end adjustments may occur.
- HPC** **c) Cash Withdrawal(s) and Debit Card Transactions.**
24/25/025 **RESOLVED:** Council **APPROVE** debit card transaction totalling £421.40.
- HPC** **d) Petty Cash**
24/25/026 **RESOLVED:** Council **APPROVE** petty cash balance of £83.73
- HPC** **e) Bank Transfer(s).**
24/25/027 No transfers were made.
- HPC** Invoices for endorsement for payment.
24/25/028 **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £39,668.36. Councillors T Baldasera and E Laing to authorise.
- HPC** Members/Officers Allowances.
24/25/029 No Member/Officer Allowances to report.
- HPC** Durham Miners Gala Brochure
24/25/030 **RESOLVED:** Council **APPROVE** half page at a cost of £400.00

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HPC **Notification of Annual Assembly Date**
24/25/031 **RESOLVED:** Council **NOTE** the date of 23rd May 2024.
HPC **Cemetery Improvement Project**
24/25/032 **RESOLVED:** Council **RECIEVED** update from Councillor F Leadbitter.

HPC **Pick-up**
24/25/033 **RESOLVED:** Council **APPROVE** delegated authority to the Clerk in consultation with the Chairman and Vice Chairman for the purchase of a new vehicle to the cost of up to £20,000.

HPC **Exclusion of Press & Public**
24/25/034 In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Council is requested to **RESOLVE** to exclude the press and public from the meeting for the following item of business on the grounds that it involves information prejudicial to the public interest by reason of legal and confidential nature of the business to be transacted.

HPC **Durham County Council/Social Welfare Centre Licence**
24/25/035 The Clerk provided an update on Licence negotiation with Durham County Council.

Meeting concluded at 7.25pm

Hornden Parish Council Invoices for Payment April 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	02.04.24	Toilet Seat - SWC	£25.99	BACS
Amazon	02.04.24	Bleach - SWC	£13.70	BACS
Amazon	02.04.24	Glass Cleaner - SWC	£18.31	BACS
Amazon	03.04.24	Dusters - SWC	£4.99	BACS
Amazon	03.04.24	Disposable Gloves - SWC	£26.30	BACS
Amazon	06.04.24	Cleaning Supplies & Paper Cups - SWC	£217.84	BACS
Amazon	10.04.24	Toilet Cleaner - SWC	£10.00	BACS
Amazon	27.04.24	Lidded Paper Cups	£12.95	BACS
Banner	10.04.24	Stationery & 2nd Class Stamps	£117.93	BACS
CDALC	04.04.24	Annual CDALC subscription 2024/2025	£1,031.30	BACS
Co-operative Bank	02.04.24	BACS/FD Online Fees 01/03/2024 - 31/03/2025	£68.06	D/D
Corona Energy	07.04.24	Memorial Park Electricity 02/03/2024 - 31/03/2024	£51.88	D/D
Culligan	16.04.24	Water Cooler Rental & Service - April 2024	£39.37	D/D
Document Solutions	30.04.24	Photocopier Fees April 2024	£50.15	D/D
Durham County Council	28.04.24	Annual Bar Licence	£180.00	BACS
Freak Music	08.04.24	Balance - D Day Entertainment Wor Vera	£234.00	BACS
Hutton Fire Protection Ltd	22.04.24	Annual Fire Extinguisher Service, SWC, Memorial Park, Sunderland Road, Cemetery	£120.00	BACS
ICCM	01.04.24	ICCM Subscription 2024/25	£100.00	BACS
ITC Service Limited	30.04.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - May	£414.54	D/D
Magnum Cleaning Services	04.04.23	Window Cleaning - SWC	£45.00	BACS
Marmax Products Limited	09.04.24	2 x Memorial Benches (Recharged)	£1,027.20	BACS
Mitchell Digital	02.04.24	Balance - Website Build	£630.00	BACS
M W Roofing	15.04.24	Seal Gable - End & Part Flat Roof - SWC	£780.00	BACS
NEREO	18.04.24	Advisory Service 2024-2025	£354.00	BACS
Octopus Energy Limited	23.04.24	Cemetery Lodge Gas & Electricity 28/03/2024 - 22/04/2024	£35.57	BACS
Octopus Energy Limited	27.04.24	Welfare House Gas & Electricity 07/03/2024 - 23/04/2024	£91.75	BACS

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Party Time Inflatables	30.04.24	Deposit for Summer Event	£50.00	BACS
Pat Lavery Tyre & Exhaust Centre Ltd	05.04.24	MOT Iveco Pickup FX11 FSV	£49.00	BACS
Pat Lavery Tyre & Exhaust Centre Ltd	18.04.24	MOT Repairs Iveco Pickup FX11 FSV	£551.00	BACS
Rialtas Business Solutions Limited	01.04.24	Omega Annual Support & Maintenance 01/04/2024 - 31/03/2025	£1,198.80	BACS
Rialtas Business Solutions Limited	01.04.24	Making Tax Digital for VAT Annual Subscription 01/04/2024 - 31/03/2025	£132.00	BACS
Rialtas Business Solutions Limited	01.04.24	Cemeteries Annual Support & Maintenance 01/04/2024 - 31/03/2025	£498.00	BACS
Rialtas Business Solutions Limited	01.04.24	Asset Inventory Annual Support & Maintenance 01/04/2024 - 31/03/2025	£198.00	BACS
Geo Robinson & Son	30.04.24	Screws, Drill Bit, Nuts/Bolts/Washers. 2 x Tape Measures	£34.95	BACS
Scottish Power	09.04.24	SWC Electricity 05/03/2024 - 06/03/2024	£2.43	D/D
Scottish Power	09.04.24	SWC Electricity 07/03/2024 - 02/04/2024	£584.27	D/D
Scottish Power	09.04.24	SWC Electricity 03/04/2024 - 03/04/2024	£1.76	D/D
SEFE Energy Limited	25.04.24	Gas - SWC 29/02/2024 - 31/03/2024	£779.76	D/D
Select Telecom Limited	31.03.24	Admin Phone Lines/Calls/Internet - April 2024	£118.55	D/D
Siemens Financial Services	14.04.24	Photocopier Lease	£178.56	D/D
Station Road Allotments	06.04.24	Cemetery Water Pipe (Paid from Chair's Allowance)	£395.50	BACS
TJ's Heating & Home Improvements	25.04.24	Cemetery Lodge & Welfare House Boiler Annual Service	£165.00	BACS
TJ's Heating & Home Improvements	26.04.24	Ladies Toilet - SWC	£320.00	BACS
Total Energies	07.04.24	Sunderland Road Sports Pavilion Electricity 01/03/2024 - 31/03/2024	£153.55	D/D
Total Energies	07.04.24	Memorial Park Electricity 01/03/2024 - 01/03/2024	£0.70	D/D
Treasured Memories	28.03.24	Memorial Plaque - AA	£110.34	BACS
Vodafone	20.04.24	Mobile Phones	£67.20	D/D
Wex	08.04.24	Equipment Fuel - Cemetery	£105.50	D/D
Wex	22.04.24	Equipment Fuel - Cemetery	£105.22	D/D
Wex	28.04.24	Vehicle Trackers	£11.98	D/D
Whiteleaf Design	10.04.24	Deposit - Cemetery Rules	£212.50	BACS
OTHER PAYMENTS				
Co-op Bank	04.04.24	Wages Week 53	£4,329.69	BACS
Co-op Bank	11.04.24	Wages Week 1	£4,523.60	BACS
Co-op Bank	18.04.24	Wages Week 2	£4,519.42	BACS
Co-op Bank	25.04.24	Wages Week 3	£4,490.67	BACS
Durham County Council	29.04.24	Attachment Weeks 1 - 4	£53.38	31354
Durham County Council	29.04.24	Superannuation Weeks 1- 4	£5,295.45	BACS
HMRC	29.04.24	PAYE Weeks 1 - 4	£4,467.79	31354
Wave	13.04.24	SWC Water 13/01/2024 - 12/04/2024 (£75.00 pcm)	£262.96	D/D
Hordeon Parish Council APRIL 2024 TOTAL			£39,668.36	

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