

Horden Parish Council

Horden Social Welfare Centre
Horden
Peterlee
County Durham
SR8 4LX
Tel : (0191) 5180823

2nd May 2024


Dear Member

You are hereby summoned to attend the **ANNUAL MEETING** of Horden Parish Council, to be held in the Horden Social Welfare Centre on Thursday 9th May 2023 at 6.00pm.

HORDEN PARISH COUNCIL **ANNUAL MEETING** **AGENDA**

1. **Election of Chairman** – to elect the Chairman for 2024/25.
2. **Signing of the Chairman’s Declaration of Acceptance of Office.**
3. **Election of Vice-Chairman** - to elect the Vice-Chairman for 2024/25.
4. **Apologies for Absence** – to consider for approval.
5. **Minutes of the Horden Parish Council Meeting held 4th April 2024 (enclosed)** – to consider for approval.
6. **Minutes of Social Welfare Centre/Events Committee Meeting held 25th April 2024** – to receive the information.
7. **Declaration of Disclosable Pecuniary Interests and Other Registerable Interests** – to note declarations of interest from Members on items of the agenda.
8. **Review of Scheme of Delegation and Terms of Reference of Council Committees (enclosed)** – to consider for approval.
9. **Election of Members to Council Committees (2024/25 list enclosed)** – to consider the election of Members to Committees and the Chairmen & Vice-Chairmen for 2024/25.
10. **Appoint New Committees** – to consider the appointment, terms of reference, election of Members and the Chairmen & Vice-Chairmen for any new committees.
11. **Review of Standing Orders (enclosed)** – to consider for approval.
12. **Review of Financial Regulations (enclosed)** - to agree to defer review until the new NALC model is available.
13. **Review of Arrangements with other bodies (enclosed)** – to consider for approval.
14. **Election of Members to Outside Bodies (enclosed)** – to consider election of Members to EDAPTC (up to 3); CDALC including Larger Councils Committee (plus Clerk; Horden Residents’ Association (1); East Durham Trust (1).
15. **Confirmation of Insurance Cover 2024/25 (enclosed)** – to consider for approval.
16. **2024/25 Subscriptions (enclosed)** – to consider payment of annual subscriptions.
17. **Meeting Dates 2024/25 (enclosed)** - to determine the annual calendar of meetings.
18. **Public Participation** – to receive any representations or questions from the public in accordance with standing orders 3 e.g. ***Members of the Public are invited to address the Parish Council on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
19. **Co-option** – to consider any applications.
20. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
21. **Damage and Incident Report(s) (enclosed)** – to consider report(s).
22. **Cemetery Burial and Income Report 23.3.24 – 28.4.24 (enclosed)** – to receive the information.
23. **Parish Council Financial:**

- a) **Bank Balances (enclosed)** – to approve report and nominate two Councillors to sign Bank Reconciliation.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31/03/2024 (unaudited).
 - c) **Cash Withdrawals and Debit Card Transactions (enclosed)** – to approve report.
 - d) **Petty Cash report to 31st March 2024** – to approve report.
 - e) **Bank Transfer(s)** – to approve transfer(s).
- 24. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
 - 25. **Members/Officers Allowances** – to consider claims for approval.
 - 26. **Durham Miners Gala Brochure** – to consider request.
 - 27. **Notification of Annual Assembly date** – to note the date of 23rd May 2024.
 - 28. **Cemetery Improvement Project** – to receive a verbal update from Cllr F Leadbitter.
 - 29. **Pick-up** – to consider replacement of current vehicle.
 - 30. **Exclusion of Press & Public** - 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.
 - 31. **Durham County County/Social Welfare Centre Licence** – to consider verbal update from the Clerk.



**Samantha Shippen
Clerk to the Council
2nd May 2024**

To: All Members of Horden Parish Council/Public Notice

HORDEN PARISH COUNCIL
Minutes of Meeting held 4 April 2024

- Present:** Councillor F Leadbitter (Chairman)
Councillors R Bagnall, E Laing, W Morrow, D Tait, A Turner, J Ward and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk).
- HPC 23/24/215** **Apologies for Absence.**
RESOLVED: That apologies were **RECEIVED** for Councillors T Baldasera, C Cain and **APPROVED** for Councillor F Winrow.
- HPC 23/24/216** **Declarations of Interest.**
Councillor A Turner declared an interest in agenda item 15.
- HPC 23/24/217** **Minutes of the Horden Parish Council Meeting held 7 March 2024.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 23/24/218** **Public Participation.**
No members of the public were present.
- HPC 23/24/219** **Minutes of Personnel and Social Welfare Centre and Events Committees.**
a) **Personnel Committee.**
RESOLVED: The Council **RECEIVED** the information.
- HPC 23/24/220** b) **Social Welfare Centre and Events Committee.**
RESOLVED: The Council **RECEIVED** the information.
- HPC 23/24/221** **Register of Delegated Decisions.**
There were no delegated decisions to report.
- HPC 23/24/222** **Damage and Incident Reports.**
RESOLVED: Council **NOTE** the information.
- HPC 23/24/223** **Cemetery Burial and Income Report 26 February 2024 to 22 March 2024.**
RESOLVED: Council **NOTE** the information.
- HPC 23/24/224** **Parish Council Financial:**
a) **Bank Balances**
RESOLVED: Council **APPROVE** the Bank Balances at 29/02/2024 as £870,646.78 for signature by Councillors D Tait and W Morrow.
- HPC 23/24/225** b) **Finance Report to 29/02/2024.**
RESOLVED: Council **APPROVE** the Income, Expenditure and Variances Report to 29/02/2024.
- HPC 23/24/226** c) **Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council **APPROVE** Cash Withdrawals and debit cards transactions for February 2024.
- HPC 23/24/227** d) **Bank Transfer(s).**
The Clerk requested to move £300,000 from our current account to our CCLA account.
RESOLVED: Council **APPROVE** transfer of funds from Current account to the CCLA.
- HPC 23/24/228** **Invoices for endorsement for payment.**
RESOLVED: to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £56,357.25 Councillors D Tait and W Morrow to authorise.
- HPC 23/24/229** **Members/Officers Allowances.**
No Members/Officers allowances to report.
- HPC 23/24/230** **NAC Conference Leisure and Tourism.**
RESOLVED: Council **NOTE** information.

HPC
23/24/231 **Date of Annual Meeting.**
RESOLVED: Council **APPROVE** to move the meeting to 9th May 2024.

Councillor A Turner left the meeting at 6:22pm

HPC
23/24/232 **Exclusion of Press & Public**
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
23/24/233 **Horden Together Licence.**
RESOLVED: To **ADVISE** the Clerk to pursue a licence and continue with negotiations and if necessary, call a special meeting of the Council.

Meeting concluded at 7.00pm

Horden Parish Council Invoices for Payment March 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Almond Windows Ltd	03.03.24	Supply & Install Hinges Cemetery Door	£45.00	BACS
Banner	12.03.24	Cleaning Materials - Parks & Cemetery	£97.14	BACS
CISWO	01.03.24	Sunderland Road Annual Rent 25/03/2024 - 24/03/2025	£409.94	BACS
Co-operative Bank	01.03.24	BACS/FD Online Fees 01/02/2024-29/02/2024	£67.64	D/D
Culligan (was Waterlogic)	15.03.24	Water Cooler Rental & Service - March 2024	£39.37	D/D
DAC Beachcroft Claims Limited	20.03.24	VAT Element Insurance Claim 04/01/2024-19/03/2024 - Memorial Park	£181.94	BACS
Document Solutions Ltd	28.03.24	Photocopier Fees March 2024	£65.04	D/D
Durham County Council	11.03.24	SWC council tax 01/04/2024 - 31/03/2025 (£736.25 1st month £736.00 monthly x 9)	£7,360.25	D/D
Durham County Council	11.03.24	Cemetery council tax 01/04/2024 - 31/03/2025 (£168.41 1st month £167.00 monthly x 9)	£1,671.41	D/D
Durham County Council	11.03.24	Sunderland Road Pavilion council tax 01/04/2024 - 31/03/2025 (£73.50 1st month £75.00 monthly x 9)	£748.50	D/D
Durham County Council	11.03.24	Cemetery Lodge council tax 01/04/2024 - 31/03/2025 (£538.28 1st month £539.00 monthly x 9)	£5,389.28	D/D
Durham County Council	15.03.24	Welfare House council tax 01/04/2024 - 31/03/2025 (£361.86 1st month £359.00 monthly x 9)	£3,592.86	D/D
Durham County Council	27.03.24	Repair Great Dane Mower	£499.23	BACS
DWP Joinery Services	12.03.24	Vermin Control - Cemetery	£98.00	BACS
East Durham College	15.03.24	Employer Contribution Level 3 - BH	£250.00	BACS
Go2 Electrical Services Ltd	27.03.24	Supply & Fit LED Light Panel - SWC	£80.00	BACS
ITC Service Limited	31.03.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup -April	£419.34	D/D
MKM B S (Peterlee) Ltd	14.03.24	Sand, Gravel & Cement	£200.02	BACS
Octopus Energy Limited (previously Shell Energy)	07.03.24	Welfare House Gas & Electricity 20/02/2024 - 06/03/2024	£15.57	BACS
Octopus Energy Limited	28.03.24	Cemetery Lodge Gas 27/02/2024 Electricity 28/02/2024 - 27/03/2024	£31.82	BACS
Origin Amenity Solutions	20.03.24	4 x Weedkiller	£168.00	BACS

Screwfix	14.03.24	Strimmer Line & Safety Boots	£97.98	BACS
SEFE Energy (was Gazprom)	18.03.24	Gas - SWC 01/02/2024 - 28/02/2024	£754.69	D/D
Select Telecom Limited	29.02.24	Admin Phone Lines/Calls/Internet - March 2024	£130.74	D/D
Storm Entertainment	27.03.24	Face Painting and Mascot - Easter Event 03/04/2024	£187.50	BACS
Total Energies	07.03.24	SWC Electricity 01/02/2024 - 29/02/2024	£639.88	D/D
Total Energies	07.03.24	Cemetery Electricity 01/02/2024 - 21/02/2024	£71.70	D/D
Total Energies	07.03.24	Sunderland Road Sports Pavilion Electricity 01/02/2024 - 29/02/2024	£142.48	D/D
Total Energies	07.03.24	Memorial Park Electricity 04/01/2024 - 29/02/2024	£45.69	D/D
Total Energies	24.03.24	SWC Electricity 01/03/2024 - 04/03/2024	£10.13	D/D
Uniform Supplies Ltd	07.03.24	6 x Hi-Vis Coats	£215.93	BACS
Vodafone	20.03.24	Mobile Phones	£67.20	D/D
Wave	11.03.24	Cemetery Water 11/12/2023 - 10/03/2024 (£78.00 pcm)	£1,093.30	D/D
Wex	18.03.24	Equipment Fuel - Cemetery	£116.00	D/D
Wex	31.03.24	Vehicle Trackers	£11.98	D/D
OTHER PAYMENTS				
Co-op Bank	07.03.24	Wages Week 49	£4,301.10	BACS
Co-op Bank	14.03.24	Wages Week 50	£4,406.00	BACS
Co-op Bank	21.03.24	Wages Week 51	£4,396.33	BACS
Co-op Bank	28.03.24	Wages Week 52	£4,356.01	BACS
Durham County Council	31.03.24	Attachment Weeks 49 - 53	£169.13	313545
Durham County Council	31.03.24	Superannuation Weeks 49 - 53	£6,639.87	BACS
HMRC	31.03.24	PAYE Weeks 49 - 53	£7,073.26	313546
Horden Parish Council MARCH 2024 TOTAL			£56,357.25	

SOCIAL WELFARE CENTRE AND EVENT MANAGEMENT COMMITTEE
Minutes of Meeting held 25th April 2024

Present: Councillor F Winrow (Vice Chairman).
 Councillors P Laing and F Leadbitter.

Staff: Mrs S Shippen (Clerk to the Council), Miss A Lee (SWC and Events Manager).

SWC/ **Apologies for Absence.**
23/24/018 No apologies were received.

SWC/ **Declarations of Interest.**
23/24/019 There were no declarations of interest.

SWC/ **Minutes of Meeting held 21 June 2023.**
23/24/020 Minutes were approved as a correct record and signed by the Chairman.

SWC/ **Public Participation.**
23/24/021 Committee received no representation.

SWC/ **Events Plan 2024.**
23/24/022 Committee reviewed the planned event schedule and associated budgets. The SWC and Events Manager updated the Committee:

- i. **D-Day 80th Anniversary** – National Poem for Schools circulated; Creative Youth Opportunities (CYO) to be involved in silhouettes and handmade flags at a cost of £120.
- ii. **Teddy Bears' Picnic** – SWC & Events Manager to book an ice cream van seeking a £50 donation.
- iii. **Remembrance** – Road closure cost confirmed as last year.
- iv. **Christmas Tree Lighting** – additional lighting stands to be used at rear of tree.

RESOLVED: Committee **APPROVE** the schedule and budget.

SWC/ **Post Event Report 2024.**
23/24/023 **RESOLVED:** to **RECEIVE** the report.

SWC/ **SWC Asbestos Report**
23/24/024 **RESOLVED:** to **APPROVE** the isolation of asbestos at a cost of £1,100 to be met from the buildings budget.

SWC/ **SWC Boiler costs**
23/24/025 **RESOLVED:** that the proposal be referred to the Asset Management Committee to be considered with other strategic budget demands and be subject to a full procurement process due to level of cost.

Meeting concluded at 6:35pm

COMMITTEE TERMS OF REFERENCE

AND

SCHEME OF DELEGATION

Relating to the Proceedings and Business

FOR THE

**PARISH COUNCIL
OF**

HORDEN

MAY 2024

Approved by Horden Parish Council:

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A. CLERK TO THE COUNCIL

1. The Clerk to the Council is designated and authorised to act as **Proper Officer** for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
2. In addition to any delegations arising from Standing Orders, Financial Regulations and the Job Description, the Clerk to the Council will be authorised to:
 - i. Sign on behalf of the Council any document necessary to give effect to any decision of the Council.
 - ii. Institute and appear in any legal proceedings authorised by the Council.
 - iii. Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
 - iv. Alter the date or time of a council or committee meeting if required, but before doing so, shall consult the Chairman of the Council/committee concerned about the need for the change and about alternative dates and times.
 - v. Manage the Council's allotments, or delegate management to an allotment association.
 - vi. Authorise and sign Grants of Exclusive Rights, memorial permits and any other cemetery documentation.
 - vii. Authorise the installation of publicly requested benches, trees or other memorials.
 - viii. Authorise the use of playing fields and open spaces.
 - ix. Allocate sports pitches in line with council policy.
 - x. Prepare statements for the press where the known policy of the council exists.
 - xi. Incur expenditure up to a maximum of £4,000.
 - xii. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report the action to the council as soon as practicable thereafter.
 - xiii. Authorise the payment of staff wages in line with council policy.
 - xiv. Take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
 - xv. Carry out duties in accordance with the Financial Regulations of Horden Parish Council and the approved Audit and Accounting regulations.
 - xvi. Negotiate and authorise the rents and fees for persons using the facilities provided by the council, other than standard charges agreed by the council, including free use of facilities, where required.
 - xvii. Manage staff, including discipline and grievance matters up to and including issuing final written warnings.
 - xviii. Approve and authorize reasonable overtime as required.

- xix. Approve and authorize annual leave entitlement and other absence as appropriate.
- xx. Recruit staff, including temporary, when required.
- xxi. Act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chairman of the Council or Chairman of the appropriate Committee will be informed as soon as practically possible of any action taken by the Clerk.

B. RFO

1. Act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.
2. In addition to any delegations arising from Standing Orders and Financial Regulations, Job Description and any requirements arising from the Governance and Accountability framework, the RFO will be authorised to:
 - i. Prepare VAT reclaim on behalf of the council.
 - ii. Issue invoices on behalf of the council.
 - iii. Carry out duties in accordance with the Financial Regulations of Horden Parish Council and the legislation and approved Audit and Accounting regulations in place at any time.
 - iv. Incur expenditure up to a maximum of £4,000.
 - v. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report the action to the council as soon as practicable thereafter.

C. DEPUTY CLERK

1. Act in line with any delegations arising from Standing Orders, Financial Regulations and the Job Description.
2. Act as Proper Officer in the absence of the Clerk.
3. Act as RFO in the absence of the RFO.

D. PARKS AND CEMETERY DEVELOPMENT COMMITTEE

Number of Councillors: The total number of councillors on the Committee shall be set at 8. Any councillor not appointed to the Committee may act as substitute at the request of a committee member.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Clerk to the Council, RFO, Deputy Clerk.

Terms of Reference:

The Committee will:

- i. Oversee the development and progress of specific parks and cemetery projects and works agreed by the Council.
- ii. Report to the Council on progress made on projects undertaken.
- iii. Make recommendations to the Council regarding expenditure on projects.

Delegation(s).

- i Make decisions relating to the progress and development of agreed delegated projects.
- ii To incur expenditure in accordance with Financial Regulations to progress projects and works within agreed budget

Summary

The Committee has operational decision making responsibility to progress agreed delegated projects with spending authority limited to within agreed budget.

Strategic decision making responsibility rests with the Council.

E. HORDEN RECREATION GROUND COMMITTEE

Number of Councillors: As the sole trustee; every member of the parish council will automatically become part of the trustee for the ground as a collective of 15 members. There are no individual trustees.

Quorum: 1/3 of members.

Notice requirement: at least 3 clear days.

Public participation: yes.

Officers: Clerk to the Council, Deputy Clerk, RFO.

Terms of Reference

The Horden Recreation Ground Committee will;

- i. act in the parish council's capacity as the sole trustee of the registered charity Horden Recreation Ground (charity number 520826).
- ii. Manage the provision, maintenance and development of the charity, in accordance with the approved scheme set out by the Charity Commission dated 5th November 1998.
- iii. Be responsible for the strategic management of the Charity's park, open spaces and other assets.
- iv. Be responsible for the maintenance and enhancement of all assets.
- v. Ensure high standards of maintenance and enhancement are achieved in accordance with nationally recognised standards where they exist.

Delegation(s)

- i. Make strategic and operational decisions relating to the service and progress the development of agreed projects.

- ii. To incur expenditure in accordance with Financial Regulations to progress projects and works within agreed budget.

Summary

The Committee has strategic and operational decision making responsibility but with spending authority limited to within agreed budget.

F. PERSONNEL COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 8. No substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: no.

Officers: Clerk to the Council.

Terms of Reference

The Committee will:

- i. Review staffing structure and employment levels and make recommendations to the Council to efficiently discharge the work required of the Council and to review workloads periodically.
- ii. Review terms and conditions of employment.
- iii. Act as a recruitment for senior officers, grievance, disciplinary and attendance/ill health panels.
- iv. Review health and safety at work for all Council employees and to put into place effective measures to safeguard their health and safety at work.
- v. Ensure the council complies with all legislative requirements relating to the employment of staff.
- vi. Undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Council including relevant human resources policies where applicable.
- vii. Recognise the need for, and benefits of, Member and staff training and positively initiate and react to appropriate opportunities within the context of overall budget resources.
- viii. Oversee the development and implementation of training plans for both Members and employees.
- ix. Make recommendations to the Council regarding expenditure on projects where appropriate.
- x. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- i. To incur expenditure in accordance with Financial Regulations and agreed budget in order to progress agreed projects and works.

- ii. Make decisions in relation to termination of employment on matters relating to disciplinary and attendance/ill health procedures.

Summary

The Committee, with the exception of grievance & dismissal decisions, has mainly advisory status with responsibility for making recommendations to Full Council; spending authority is limited to within agreed budget for specific previously agreed projects.

G. APPEALS PANEL

Number of Councillors: The total number of councillors on the panel shall be set at 4. These councillors will not be members of the Personnel Committee at the same time. Any councillor not appointed to the Committee or the Personnel Committee may act as substitute at the request of a committee member.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: no.

Officers: Clerk to the Council or Deputy Clerk (where appropriate).

Terms of Reference

The panel will consider any appeal including those relating to employee grievance or disciplinary outcomes.

Delegation(s)

- i. To uphold or dismiss any appeals referred to the panel.
- ii. Convene any disciplinary appeal as a re-hearing of facts if the grounds for appeal make it appropriate to do so.
- iii. Vary any disciplinary sanction however any increase in disciplinary penalty is precluded from consideration.
- iv. Vary any grievance outcome however any variance that would be more detrimental to the appellant is precluded from consideration.
- v. Make recommendations to officers or the Personnel Committee if appropriate.

Summary

The panel has decision making responsibility with any decision made being final and concludes the Council's internal appeals, disciplinary and grievance procedures.

H. RISK MANAGEMENT COMMITTEE

Number of Councillors: The total number of Councillors on the Committee shall be set at five. Any councillor not appointed to the Committee may act as substitute at the request of a committee member.

Quorum: 1/3 of members but not less than 3.

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Clerk or RFO (as appropriate).

Terms of Reference

The Committee will:

- i. Ensure the risk management process contributes to the development of a more robust internal control framework.
- ii. Raise awareness of the scope of risk management and integrate risk management into the culture of the council.
- iii. Ensure that risks are monitored and managed in accordance with the council's Risk Management Policy and Strategy in support of the council's Annual Governance and Accountability Return.
- iv. Identify risks linked to the Council's objectives, priorities and service delivery.
- v. Determine the overall impact and likelihood of the council's strategic and financial risks for review by the Full Council.
- vi. Identify risk owners, control improvements and target dates.
- vii. Review Officer's Operational Risk Registers to determine whether risks are being actively managed.
- viii. Make recommendations to Council in relation to work undertaken.
- ix. Refer expenditure requests to Council for consideration.

Delegation(s)

There are no delegations.

Summary

The Committee has mainly advisory status with responsibility for making recommendations to Full Council and does not have any spending authority unless delegated so on an exception basis.

I. SOCIAL WELFARE CENTRE & EVENTS MANAGEMENT COMMITTEE

Number of Councillors: The total number of Councillors on the Committee shall be set at 7. Any councillor not appointed to the Committee may act as substitute at the request of a committee member.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Clerk to the Council or Deputy Clerk, Social Welfare Centre Operations and Events Manager.

Terms of Reference

The Committee will:

- i. Plan and make arrangements for the provision of Council community events and oversee arrangements for community events at Council facilities.

- ii. Review the strategic management of the Social Welfare Centre seeking to maximise the utilisation of the facilities, minimise associated costs and set appropriate fees and charges.
- iii. Ensure procedures and processes are followed by Officers, including but not limited to liaising with the Safety Advisory Group, following Council Policies and Procedures and Health and Safety protocols and procedures where applicable.
- iv. Consider reports from officers as appropriate, incorporating among other issues, financial, procedural and best practice matters.
- v. Receive and act on, if appropriate, user and public feedback and suggestions.
- vi. Receive and act on, if appropriate, internal auditors recommendations/action plans.
- vii. Refer requests for budgets and expenditure above budget allocation to the Council for consideration.
- viii. Refer recommendations to Council.

Delegation(s)

- i. To make operational decisions.
- ii. To incur expenditure in accordance with Financial Regulations and agreed budget in order to progress projects and works.

Summary

The Committee has operational decision making responsibility but with spending authority limited to within agreed budget.

Strategic decision making responsibility rests with Council.

J. ASSET MANAGEMENT COMMITTEE

Number of Councillors: The total number of Councillors on the Committee shall be set at 8. Any councillor not appointed to the Committee may act as substitute at the request of a committee member.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Public participation: yes

Officers: Clerk to the Council, RFO, Deputy Clerk.
Social Welfare Centre Operations and Events Manager (where appropriate).

Terms of Reference

The Committee will:

- i. Consider the short, medium and long term costs associated with the asset base.
- ii. Consider implications arising from property surveys.
- iii. Consider asset usage.
- iv. Consider priorities.
- v. Make recommendations to Full Council.

Delegation(s)

No delegations granted.

Summary

The Committee has mainly advisory status with responsibility for making recommendations to Full Council and does not have any spending authority unless delegated so on an exception basis.

K. EMPLOYEE FORUM

Number of Councillors: The total number of councillors on the Forum shall be set at 5.

Number of staff: 2 from outdoors team, 1 from each of administration and SWC teams.

Quorum: not less than 3

Notice requirement: no formal timescale, reasonable notice for attendees.

Public participation: yes

Officers: Clerk.

Terms of Reference

The Forum is intended to improve communications, address local issues impacting on the workforce and improve the ability of the workforce to influence decision making.

In doing so, the Forum may:

- i. Discuss decisions of the Council and Committees that impact on terms and conditions of employment.
- ii. Consider proposed variances to Part 3 or other provisions of the NJC National Agreement on Pay and Conditions of Service.
- iii. Consider appropriate matters referred to it by the Council or Committees.
- iv. Consider appropriate matters referred to it by employee representatives.
- v. Consult on matters proposing changes to the structure of the organisation.
- vi. Consult on matters proposing changes to the workforce both in numbers and operational deployment.
- vii. Undertake redundancy consultation.
- viii. Consider general human resource activities and policy development.

Note, the Forum will not discuss the circumstances of individuals, HR policy actions applying to individuals i.e., attendance, capability, disciplinary, grievance etc. or their contracts of employment or job descriptions.

Delegation(s)

The Forum does not have any delegated power.

List of Committee Members 2024-25		
	No of Members Required:	
Parks & Cemetery Development and Asset Management Committee	5 all other councillors as substitutes	
Parks & Cemetery Development and Asset Management Committee Chair		
Parks & Cemetery Development and Asset Management Committee Vice Chair		
Personnel Committee	5 NO SUBSTITUTES	
Personnel Committee Chairman		
Personnel Committee Vice Chair		
Appeals Panel	4 Substitutes any non-Personnel councillor	
Risk Management Committee	5 all other councillors as substitutes	
Risk Management Committee Chair		
Risk Management Committee Vice Chair		
SWC and Events Management Committee	5 all other councillors as substitutes	
SWC and Events Management Committee Chair		
SWC and Events Management Committee Vice Chair		
Employee Forum	5 NO SUBSTITUTES	
Employee Forum Chair		

Horden Parish Council

Standing Orders 2023

**Adapted From NALC Model Orders 2018
(ENGLAND) (as updated April 2022)**

APPROVED BY COUNCIL – 1st June 2023 HPC 23/24/036

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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

A council may make, vary or revoke standing orders for the regulation of its proceedings and business. Standing orders do not have the force of law: they are rather a set of rules governing the conduct of meetings although, if in force, they should be observed.

Local councils operate within a wide statutory framework. Standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for standing orders to contain or reference all the statutory or legal requirements which apply to local councils. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

Standing orders that are in **bold type** contain legal and statutory requirements. NALC recommends that councils adopt them without changing them or their meaning. Standing orders not in bold do not contain statutory requirements so they may be amended to suit local needs.

For convenience, the word "councillor" is used in standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Also, where reference is made in the masculine it is also to be read in the feminine.

All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn, unless it is proposed by another member.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or

- v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a **Meetings of Council shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a Council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a Committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Council and Committee meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends Council or a Committee meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present**
- m **A person present at Council or a Committee meeting may not provide an oral**

report or oral commentary about a meeting as it takes place without permission.

- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a Council or Committee meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done at Council by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- p **The Chairman of the Council, if present at a Council meeting, shall preside. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. This applies to Council, Committees and Sub-Committees.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. This applies to Council, Committees and Sub-Committees.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question at Council shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.**

Members can individually, if they so wish, have recorded in the minutes the way in which they voted on a particular question without having to invoke the above paragraph. However no personal comments or reasons for voting in a particular way are to be included.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who have given their apologies for absence;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when

matters that they held interests in were being considered;

- vi. if there was a public participation session; and
- vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. This applies to Council, Committees and Sub-Committees.**

v **No business may be transacted at a meeting of Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. This applies to Council, Committees and Sub-Committees.

x A meeting shall not exceed a period of 2 hours. Motions to extend the meeting may be put to enable business on the agenda to be concluded. Note, the one hour limit excludes public participation and representations made by other bodies invited to a meeting.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of

the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. may permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;
 - xii. may dissolve a committee or a sub-committee; and
 - xiii. at the Annual Meeting of the Council or at the time of appointment of Committees, the Council shall determine the number of members up to a maximum of 10, with the exception of Horden Recreation Ground.
- e With the exception of those matters dealt with under delegated powers, all decisions made by committees are subject to confirmation by the Council. (Local)
 - f Decisions taken by sub-committees, working groups and advisory bodies must be endorsed by their committees and by the Council unless they have been given delegated powers. (Local)

5. ANNUAL AND ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council unless he resigns or becomes disqualified, shall hold**

office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include items i xv. (Amended locally)**

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.**

In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council, except where the meeting is followed by an ordinary meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;

- xiv. Review of the Council's and/or staff subscriptions to other bodies;
 - xv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- k At an ordinary meeting during each year, the business shall include
- i. Review of the Council's complaints procedure;
 - ii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - iii. Review of the Council's policy for dealing with the press/media;
 - iv. Review of the Council's employment policies and procedures;
 - v. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - vi. Review of inventory of land and other assets including buildings and office equipment;

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council

and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. REQUIREMENT FOR NOTICE OF MOTIONS TO BE GIVEN IN WRITING TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Therefore if a meeting is on a Thursday the Notice of Motion must be received on the Tuesday before at the latest (excluding any bank holidays etc.).
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

see also standing order 20

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Any proposed amendments shall be notified to the Proper Officer not less than 1 day in advance of the meeting.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights may make a representation on the item but will not be permitted to participate in any discussion or vote taken on the matter. He shall withdraw from a meeting when it is considering a matter in which he has an other relevant interest (as detailed in 9.2 of the Council's Code of Conduct) once the representation has been made. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area;**
or
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the County Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 clear days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in an electronic list for such purpose;
- xiv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next

ordinary meeting of the Committee;

xv. manage access to information about the Council via the publication scheme.

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor a budgetary control report summarising the Council's income and expenditure for each month and the balances held at the end of the month. This statement should include a comparison with the budget for the financial year and highlight any actual or potential overspends.
- d The Council's statement of accounts will be prepared in accordance with proper accounting practices presenting fairly the council's annual position and income and expenditure for the year to the 31st March shall be presented to, and approved by the the Council by the end of June. *(Local) Replaces NALC model 17 d i and ii.*
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council as income and expenditure for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.
- f The Council will prepare written revenue and capital budgets for the coming financial year and approve these and set the annual precept at a meeting of the Council by the 31st January.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£30,000** including VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or a committee or a sub-committee is subject to standing order 11.
- b. Matters pertaining to staff will be dealt with under relevant Council policies as appropriate to the matter under consideration.
- c. Any persons responsible for all or part of the management of staff shall treat as confidential

the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- d In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(c).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- c A register of such signed deeds shall be kept by the Proper Officer to include details of the

signatures of councillors.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Horden Parish Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.
- c The Council will send copies of agendas and papers to Durham County Council upon request. (Local)
- d The Council will inform local County Councillors of any local views or information relating to their responsibilities.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9. Or prepared by the Proper Officer following regular review.
- c Once a motion to add to or vary or revoke one or more of the Council's standing orders is proposed and seconded, it will remain on the table without debate until the next meeting of Council.
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. QUESTIONS PUT TO OFFICERS AT MEETINGS

- a If a member wishes to ask questions, or otherwise seek clarity on any item of information published on the agenda, they must, in the first instance, raise their request with the Proper Officer prior to the meeting to obtain the required clarification.

Standing Order 5x. Review of Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

Durham County Council:

- Easement of Access at Thorpe Road Cemetery – maintenance of grass verge on highway for pedestrian access point.
- Winter Maintenance Arrangements.
- Three-year Licence for use of first floor of Horden Social Welfare Centre for Horden Together Office Space 2021-2024, extended to 30th June 2024.
- Annual Service Level Agreement for the Provision of service of gas heating appliances and pipework at Horden Social Welfare Centre.
- Annual Service Level Agreement for the Provision of Lift Servicing at Horden Social Welfare Centre.
- Annual Service Level Agreement for the Provision of Grass Cutting at Cotsford Park Estate.
- Annual Service Level Agreement for the Provision of Trade Waste.

Andy's Man Club:

Free room hire of Horden Social Welfare Centre.

CISWO:

125 Year Lease of Sunderland Road Playing Fields, dated 29th January 1998.

Creative Youth Opportunities

Free room hire of Horden Social Welfare Centre.

Durham Deafened Support:

Licence for the use of three ground floor conference rooms in the Social Welfare Centre.

Home Group Limited.

Annual Tenancy Agreement for use of Third Street Allotment – starting 23rd March 2022.

Horden Girl Guides:

Free room hire of Horden Social Welfare Centre.

Horden Residents Association.

Free room hire of Horden Social Welfare Centre.

Station Road Allotments:

7 Year Tenancy Agreement with Station Road Allotment Association dated 6th June 2019

Castle Eden Estate (c/o JJ Dell)

Lease of Land for Station Road Allotments.

Corona

Supply of Electricity - Sunderland Road (2 Years to 2026)

Document Solutions:

Five year Photocopier Lease dated March 2021.

Eon Next

Supply of Gas - Social Welfare Centre (2 years to 2026).

Supply of Electricity - Cemetery Lodge (2 years to 2026)

Octopus

Supply of Electricity/Gas – Welfare House (not in contract)

Scottish Power

Supply of Electricity Social Welfare Centre (2 years to 2026)

Miss Gemma Rowe
Horden Parish Council and Horden Recreation Ground
Horden Social Welfare
Seventh Street
Horden
Peterless
Co Durham
SR8 4LX

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272007-2033
Insured	Horden Parish Council and Horden Recreation Ground
Business	Parish / Town Council
Period of Insurance	
From	17 th June 2023
To	16 th June 2024
and any other period for which cover has been agreed.	
Renewal Premium	£ 14,781.30
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	113224574
Long term agreement active until	17 th June 2024
Preparation Date	01 st June 2023
Prepared by	Mr Robert Brown
Policy Form Reference	MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Memorial Park Works, Address, Park Terrace, Peterlee, County Durham, SR8 4JG	£241,165.91	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Horden Social Welfare Centre, Address, Seventh Street, Peterlee, County Durham, SR8 4LX	£3,264,800.93	N/A	£106,200.00	£12,000.00	£18,660.00	£5,402.45	£0.00	£0.00	£0.00
3. (Horden Recreation Ground portfolio) HCW AFC Supporters Club, Address, Park Road, Peterlee, County Durham, SR8 4PE	£440,511.14	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. (Horden Recreation Ground portfolio) Cricket Social Club & Changing Room, Address, Peterlee, County Durham, SR8 4LX	£598,035.70	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Welfare	£324,807.26	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

House, Address, Peterlee, County Durham, SR8 4LX									
6. (Horden Recreation Ground portfolio) Football Grandstand & Changing Rooms, Address, Horden Cricket Club, Park Road, Peterlee, County Durham, SR8 4PE	£961,875.60	N/A	£5,245.09	£0.00	£10,490.18	£0.00	£0.00	£0.00	£0.00
7. (Horden Recreation Ground portfolio) Cricket Community Pavilion, Address, Horden Cricket Club, Park Road, Peterlee, County Durham, SR8 4PE	£228,619.70	N/A	£3,376.52	£0.00	£3,278.18	£0.00	£0.00	£0.00	£0.00
8. Chapel of Rest, Address, Peterlee, County Durham, SR8 4LX	£359,657.83	N/A	£14,400.00	£1,620.73	£1,311.28	£0.00	£0.00	£0.00	£0.00
9. (Horden Recreation Ground portfolio) Welfare Park Building, Address, Welfare House, Park Road, Peterlee, County Durham, SR8 4PE	£342,929.56	N/A	£1,350.61	£9,600.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. (Horden Recreation Ground portfolio) Bowls Pavilion, Address, Horden Cricket Club, Park Road, Peterlee, County Durham, SR8 4PE	£250,924.07	N/A	£3,278.18	£0.00	£1,350.61	£0.00	£0.00	£0.00	£0.00
11. (Horden Recreation Ground portfolio) Bowls Tea Room, Address,	£161,706.62	N/A	£1,350.61	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Horden Cricket Club, Park Road, Peterlee, County Durham, SR8 4PE									
12. Cemetery Lodge, Address, Thorpe Road, Horden, Peterlee, County Durham, SR8 4TP	£296,926.81	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
13. Sunderland Road Bungalow, Address, Sunderland Road, Horden, Peterlee, County Durham, SR8 4AR	£475,860.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
14. Sunderland Road Pavilion, Address, Sunderland Road, Horden, Peterlee, County Durham, SR8 4AR	£536,698.70	N/A	£13,506.11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
15. (Horden Recreation Ground portfolio) Ambulance House, Address, Park Road, Peterlee, County Durham, SR8 4PE	£426,570.91	N/A	£81,036.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
16. (Horden Recreation Ground portfolio) Park House, Address, Horden Cricket Club, Park Road, Peterlee, County Durham, SR8 4PE	£281,592.56	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Address, Cemetery Toilets, Thorpe Road Cemetery, Thorpe Road, Horden, Peterlee, County Durham, SR8 4TP	£95,722.88	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 & 17

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£20,000	24	£12,000	24	£187,424	24

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Civic Chain and Jewel	£5,245.09	£100
Community Banners	£94,149.36	£100
(Horden Recreation Ground) Bandstand	£183,578.14	£100
(Horden Recreation Ground) Cricket Roller Shed	£59,007.26	£100
Metal Container x 3	£9,454.27	£100
(Horden Recreation Ground) Football Paybox	£30,159.26	£100
Memorial clock	£107,524.33	£100
Tools and Equipment	£212,553.60	£100
Placstic Street Plants	£17,557.93	£100
Apex UHF Radios	£810.37	£100
(Horden Recreation Ground) Street Lights Welfare Park	£32,414.65	£100
(Horden Recreation Ground) Community Statue 'Marra'	£32,781.82	£100
(Horden Recreation Ground) Cricket Score Box	£20,980.36	£100
(Horden Recreation Ground) 4 x defibrillators	£5,402.45	£100
(Horden Recreation Ground) 4 x floodlights	£94,542.74	£100
(Horden Recreation Ground) CCTV Cameras and systems	£14,424.00	£100
'Into the Dark-Into the Light' public artwork (Horden Railway Station)	£12,730.80	£100
17 tablets	£2,770.00	£100
Wessex RMX180 Roller Mower	£7,680.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 22 A. Comprehensive
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Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit:	£Nil
Section 12	

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit:	£150
Section 13	

Medical Expenses Limit:	£250
Section 14	

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part N – Fidelity Guarantee

Persons Guaranteed:	Sum Guaranteed
All members and employees	£1,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£45,000.00
Weekly Sum	£881.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£45,000.00
Weekly Sum	£881.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£45,000.00
Weekly Sum	£881.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor			
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Horden Parish Council
2024/25 Annual Subscriptions

Institute of Cemetery & Crematorium Management
North East Regional Employers Organisation
National Association of Councillors
County Durham Association of Local Councils
Society of Local Council Clerks
ICO – Data Protection
Grounds Management Association

HORDEN PARISH COUNCIL

MEETING SCHEDULE 2024/25

	Council
June 2024	Thursday 6 th at 6pm
July 2024	Thursday 4 th at 6pm
August 2024	Thursday 1 st at 6pm
September 2024	Thursday 5 th at 6pm
October 2024	Thursday 3 rd at 6pm
November 2024	Thursday 7 th at 6pm
December 2024	Thursday 5 th at 6pm
January 2025	Thursday 9 th at 6pm
February 2025	Thursday 6 th at 6pm
March 2025	Thursday 6 th at 6pm
April 2025	Thursday 3 rd at 6pm
May 2025	Thursday 16 th at 6pm

Notes relating to Monthly Meetings

The Clerk to the Council has delegated authority to change the date of the meetings if circumstances require.

Meetings Scheduled As Necessary

Meetings of the **Committees** will be convened throughout the year as and when required. Extraordinary and special meetings of Full Council and its committees and sub-committees will be convened throughout the year as and when required.

Annual Assembly

As 2025 is an election year, it is suggested that the Annual Assembly is held before pre-election period, which is anticipated to start around 19th March 2025.

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident:	18-4-2024 Approx 7.4Tpm
Location:	Memorial Park
Damage Found (please give as much detail as possible)	GFT LOUG WOODEN SLAT - CAST IRON LEGGED bench - removed from bay got dropped over retaining wall - broke bench beyond repair
INo:	DHM - 19-04-2024 - 0072
C No:	CR100541002

Completed by: RHart Date: 19-4-24

Police Notified: YES / NO Officer dealing:

Time Police notified: 10AM 19-4-24

Remedial Action Taken:

Removed bench -

OFFICE USE:

Has available CCTV been checked: YES / NO

Is this an Insurance Claim: YES / NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset: YES/NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:

Completed by: Date:

Date received by Parish Council Office: 19/04/24

Thorpe Road Cemetery Report 23rd March to 28th April 2024

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
S2	FULL BURIAL	YES	£330.00
K160	ASHES	NO	£780.00
L178	FULL BURIAL	YES	£660.00
		TOTAL	£1,770.00
PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
G449	REPURCHASE (DEED EXPRIED)	NO	£900.00
G450	NEW PURCHASE	NO	£900.00
G618	REPURCHASE (DEED EXPRIED)	YES	£330.00
M115	TRANSFER	YES	£40.00
S2	NEW PURCHASE	YES	£330.00
		TOTAL	£2,500.00
SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
GARDEN D 66	HEADSTONE	YES	£100.00
K93	KERB SET	YES	£100.00
C554	HEADSTONE	NO	£200.00
J24	HEADSTONE	YES	£100.00
		TOTAL	£500.00
MEMORIAL BENCH/PLAQUE			
			FEE
BENCH			£670.00
PLAQUE			£275.00
PLAQUE			£220.00
		TOTAL	£1,165.00
MISCELLANEOUS			
			FEE
		TOTAL	£0.00
TOTAL INCOME			£5,935.00

HORDEN PARISH COUNCIL 2023/24

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Current Account	39,034.09
31/03/2024	Public Sector Reserve Account	285.44
31/03/2024	CCLA PUB. SECTOR	802,581.35
31/03/2024	BUSINESS SAVERS ACCOUNT	1,570.30

843,471.18

Other Cash & Bank Balances

93.73

843,564.91

Unpresented Payments

90.00

843,474.91

Receipts not on Bank Statement

300.00

Closing Balance

843,774.91

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	39,244.09
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	802,581.35
5	BUSINESS SAVERS ACCOUNT	1,570.30
	Other Cash & Bank Balances	93.73
	Total Cash & Bank Balances	843,774.91

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 31 March 2024 – accounts on a straight line we should be around 100%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 15%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Council
1125 - Insurance	1	14,781/11,687	Complete for year	Overbudget £3,094 may need recharge to HRG	3/8/23
1126 – Photocopier	1	1,220/1,000	Increased costs		7/12/23
1304 - Cem Council Tax	2	5,158/2,577	X2 fees being charged	Will exceed budget	6/7/23
1320 – Cem Misc	2	546/20	£535 headstone repair (insurance)	Will exceed budget	2/11/23
1361 – Cem Major Schemes	2	20,371/7,000	Cemetery Wall repair to be met from EMR		6/7/23
1363 – Cem Loan Repayment	2	26,072/26,073	Complete for year		7/3/24
1420 – PK Misc	3	11,058/20	Memorial Park insurance repair		7/9/23
1616 – SWC cleaning	3	1,062/954	Increased costs		3/8/23
1649 – SWC catering	4	65/50	Additional cups & stirrers	Some re-allocation to Warm Hub	6/7/23
1720 – GP Misc	4	371/50	Chairman’s Board, additional strips and flags		2/11/23
1761 – Poppy Wreaths	4	369/184	Wreaths ordered for 2023	Will balance with 1799	7/12/23
1762 – GP Funded projects	4	14,215/1,500	CYO expenditure & Christmas gifts		3/8/23

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Council
1196 - Bank Interest	1	31,398/10,000	CCLA dividends increased interest rate		3/8/23
1383 – Cem Memorial Plaques	1	842/540	Increased demand		9/5/24
1384 - Inc Cemetery Fees	1	55,010/45,000	Increased fees Non-residents		3/8/23
1390 – Inc – Mem Benches	1	558/1,500	Demand not as anticipated		9/5/24
1487 – Park Ins Claims	2	13,688/0	Memorial Park claim settled	Offset by expenditure 1420 Pk Misc	7/9/23
1682 – SWC Lettings	3	34,934/28,350	DDS invoiced for year/accurate accounting of use in kind		6/7/23
1799 - Inc Poppy Wreaths	4	286/144	Wreaths ordered for 2023	Will balance against 1761 when paid	7/9/23

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 ADMINISTRATION						
1176 PRECEPTS RECEIVED	631,309	631,309	0			100.0%
1189 INCOME-ADMIN MISC	858	780	(78)			110.0%
1196 INCOME-BANK INTEREST	34,937	10,000	(24,937)			349.4%
1198 LCTSS GRANT	115,982	115,982	0			100.0%
ADMINISTRATION :- Income	783,086	758,071	(25,015)			103.3%
1101 AD-WAGES	87,779	121,498	33,719		33,719	72.2%
1102 AD-EMPLOYERS NI	7,742	11,438	3,696		3,696	67.7%
1103 AD-EMPLOYERS PENSION	16,913	24,300	7,387		7,387	69.6%
1110 AD-ROOM FEES	1,800	1,800	0		0	100.0%
1120 AD-MISCELLANEOUS	30	0	(30)		(30)	0.0%
1121 AD-TELEPHONE/FAX	1,255	1,489	234		234	84.3%
1122 AD-POSTAGE	260	350	90		90	74.3%
1123 AD-STATIONERY	335	350	15		15	95.9%
1125 AD-INSURANCE	14,781	11,687	(3,094)		(3,094)	126.5%
1126 AD-PHOTOCOPIER	1,220	1,000	(220)		(220)	122.0%
1137 AD-PLANT & EQUIPMENT	30	220	191		191	13.4%
1151 AD-BANK CHARGES	757	1,700	943		943	44.5%
1152 AD-IT FEES	4,272	8,500	4,228		4,228	50.3%
1159 AD-PROFESSIONAL FEES	0	10,000	10,000		10,000	0.0%
ADMINISTRATION :- Indirect Expenditure	137,175	194,332	57,157	0	57,157	70.6%
Net Income over Expenditure	645,910	563,739	(82,171)			
102 ALLOTMENTS						
1281 INCOME-ALLOT RENT	2,300	2,300	0			100.0%
ALLOTMENTS :- Income	2,300	2,300	0			100.0%
1213 AL-RENTS	1,435	1,435	0		0	100.0%
1220 AL-MISCELLANEOUS	39	33	(6)		(6)	117.6%
ALLOTMENTS :- Indirect Expenditure	1,474	1,468	(6)	0	(6)	100.4%
Net Income over Expenditure	826	832	6			
103 CEMETERIES						
1383 INCOME-CEM MEMORIAL PLAQUES	842	540	(302)			155.9%
1384 INCOME-CEMETERY FEES	60,310	45,000	(15,310)			134.0%
1389 INCOME-CEM MISC	10	0	(10)			0.0%
1390 INCOME-MEMORIAL BENCHES	558	1,500	942			37.2%
CEMETERIES :- Income	61,720	47,040	(14,680)			131.2%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1301 CEM-WAGES	68,497	72,336	3,839		3,839	94.7%
1302 CEM-EMPLOYERS NI	5,947	6,778	831		831	87.7%
1303 CEM-EMPLOYERS PENS	13,418	14,467	1,049		1,049	92.8%
1304 CEM-COUNCIL TAX	5,158	2,577	(2,581)		(2,581)	200.2%
1307 CEM-CLOTHING	255	375	120		120	68.0%
1311 CEM-RATES	1,519	1,594	75		75	95.3%
1312 CEM-WATER	(342)	3,131	3,473		3,473	(10.9%)
1314 CEM-ELECTRICITY	978	1,540	562		562	63.5%
1316 CEM-CLEANING	89	100	11		11	89.0%
1320 CEM-MISCELLANEOUS	546	20	(526)		(526)	2730.2%
1321 CEM-TELEPHONE/FAX	336	343	7		7	97.9%
1336 CEM-BUILDINGS	99	850	751		751	11.6%
1337 CEM-PLANT & EQUIP	402	500	98		98	80.3%
1338 CEM-TOOLS	221	150	(71)		(71)	147.1%
1339 CEM-EQUIP REPAIRS	1,272	3,500	2,228		2,228	36.3%
1340 CEM-GROUNDS MAINTNCE	2,209	3,000	791		791	73.6%
1342 CEM-EQUIPMENT FUEL	1,758	3,500	1,742		1,742	50.2%
1343 CEM-VEHICLE MAINTNCE	2,323	3,000	677		677	77.4%
1344 CEM-VEHICLE FUEL	466	850	384		384	54.8%
1345 CEM-VEHICLE TAX/INS	200	650	450		450	30.8%
1346 CEM-HORTICULTURE	382	1,320	939		939	28.9%
1347 CEM-HEALTH & SAFETY	28	100	72		72	28.0%
1349 CEM - PLAQUES	498	450	(48)		(48)	110.6%
1359 CEM-PROFESSIONAL FEE	0	600	600		600	0.0%
1361 CEM-MAJOR SCHEMES	20,371	7,000	(13,371)		(13,371)	291.0%
1362 CEM-TRADE WASTE	1,829	1,862	34		34	98.2%
1363 CEM- LOAN REPAYMENT	26,072	26,073	1		1	100.0%
1364 CEM-MEMORIAL BENCHES	0	1,563	1,563		1,563	0.0%
CEMETERIES :- Indirect Expenditure	154,531	158,229	3,698	0	3,698	97.7%
Net Income over Expenditure	(92,811)	(111,189)	(18,378)			
104 PARKS						
1483 INCOME-PK GROUND FEE	1,635	1,884	249			86.8%
1486 INCOME-PK SLAND RD BUNG RENT	3,528	3,528	0			100.0%
1487 INCOME-PK INS CLAIMS	13,688	0	(13,688)			0.0%
PARKS :- Income	18,851	5,412	(13,439)			348.3%
1401 PK-WAGES	110,852	112,056	1,205		1,205	98.9%
1402 PK-EMPLOYERS NI	7,910	9,092	1,182		1,182	87.0%
1403 PK-EMPLOYERS PENSION	18,044	19,363	1,319		1,319	93.2%

10:45

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1407 PK-CLOTHING	0	375	375		375	0.0%
1411 PK-RATES	720	757	37		37	95.2%
1413 PK-RENTS	820	410	(410)		(410)	200.0%
1414 PK-ELECTRICITY	2,047	2,000	(47)		(47)	102.4%
1416 PK-CLEANING	63	100	37		37	63.1%
1420 PK-MISCELLANEOUS	11,058	20	(11,038)		(11,038)	55290.0
1421 PK-TELEPHONE/FAX	336	309	(27)		(27)	108.7%
1436 PK-BUILDINGS	1,914	2,000	86		86	95.7%
1437 PK-PLANT & EQUIPMENT	266	500	234		234	53.2%
1438 PK-TOOLS	0	100	100		100	0.0%
1439 PK-EQUIP REPAIRS	416	1,500	1,084		1,084	27.7%
1440 PK-GROUNDS MAINT	1,709	2,000	291		291	85.5%
1442 PK-EQUIPMENT FUEL	484	500	16		16	96.7%
1446 PK-HORTICULTURE	1,376	1,520	144		144	90.5%
1447 PK-HEALTH & SAFETY	236	250	14		14	94.6%
1459 PK-PROFESSIONAL FEES	356	3,000	2,644		2,644	11.9%
PARKS :- Indirect Expenditure	158,607	155,852	(2,755)	0	(2,755)	101.8%
Net Income over Expenditure	(139,756)	(150,440)	(10,684)			
<u>106 S.W.C.</u>						
1682 INCOME-SWC LETTINGS	34,934	28,350	(6,584)			123.2%
1688 INCOME-SWC CATERING	49	50	1			97.8%
S.W.C. :- Income	34,983	28,400	(6,583)			123.2%
1601 SWC-WAGES	30,483	32,413	1,930		1,930	94.0%
1602 SWC-EMPLOYERS NI	2,046	2,112	66		66	96.9%
1603 SWC EMPLOYERS PENSION	4,616	4,627	11		11	99.8%
1604 SWC-COUNCIL TAX	1,719	1,766	47		47	97.4%
1607 SWC-CLOTHING	29	50	21		21	58.2%
1611 SWC-RATES	7,360	7,967	607		607	92.4%
1612 SWC-WATER	246	2,910	2,664		2,664	8.5%
1614 SWC-ELECTRICITY	6,074	8,118	2,044		2,044	74.8%
1615 SWC-GAS	5,336	9,042	3,706		3,706	59.0%
1616 SWC-CLEANING	561	954	393		393	58.8%
1620 SWC-MISCELLANEOUS	0	20	20		20	0.0%
1636 SWC-BUILDINGS	4,189	5,000	811		811	83.8%
1637 SWC-PLANT & EQUIP	365	350	(15)		(15)	104.2%
1638 SWC-TOOLS	1	50	49		49	1.7%
1639 SWC-EQUIP REPAIRS	0	200	200		200	0.0%
1647 SWC-HEALTH & SAFETY	453	550	97		97	82.4%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1649 SWC-CATERING	24	50	26		26	48.3%
1659 SWC-PROFESSIONAL FEE	122	1,000	878		878	12.2%
1663 SWC-TRADE WASTE	1,355	1,381	26		26	98.1%
S.W.C. :- Indirect Expenditure	64,978	78,560	13,582	0	13,582	82.7%
Net Income over Expenditure	(29,994)	(50,160)	(20,166)			
107 GENERAL PURPOSES						
1777 INCOME-GP EXTERNAL FUNDING	0	1,500	1,500			0.0%
1778 INCOME-GP EVENTS	67	0	(67)			0.0%
1790 INCOME-GP DOG BAGS	1,442	1,600	158			90.1%
1799 INCOME-POPPY WREATHS	286	144	(142)			198.5%
GENERAL PURPOSES :- Income	1,795	3,244	1,449			55.3%
1710 GP-ROOM FEES	419	850	431		431	49.3%
1719 GP-CHAIR'S ALLOWANCE	725	1,500	775		775	48.4%
1720 GP-MISCELLANEOUS	371	50	(321)		(321)	742.0%
1724 GP-SUBSCRIPTIONS	2,778	3,500	722		722	79.4%
1725 GP- MEMBERS TRAVEL & SUBS	0	120	120		120	0.0%
1726 GP-MEMBERS PARTICIPATION ALLOW	6,291	7,435	1,144		1,144	84.6%
1727 GP-OFFICER TRAVEL & SUBS	377	600	223		223	62.9%
1729 GP-CONF/TRAINING	579	5,000	4,421		4,421	11.6%
1732 GP-PUBLICITY	150	450	300		300	33.3%
1733 GP-ACTIVITIES & EVENTS	9,803	11,500	1,697		1,697	85.2%
1757 GP-AUDIT	0	5,450	5,450		5,450	0.0%
1758 GP-ELECTION	0	2,000	2,000		2,000	0.0%
1759 GP-PROFESSIONAL FEES	1,190	3,250	2,060		2,060	36.6%
1760 GP-DOG BAGS	1,564	1,600	36		36	97.8%
1761 GP-POPPY WREATHS	369	184	(185)		(185)	200.6%
1762 GP-FUNDED PROJECTS	14,215	1,500	(12,715)		(12,715)	947.7%
GENERAL PURPOSES :- Indirect Expenditure	38,832	44,989	6,157	0	6,157	86.3%
Net Income over Expenditure	(37,037)	(41,745)	(4,708)			
108 GRANTS						
1863 OTHER GRANTS	18,950	22,500	3,550		3,550	84.2%
1864 WELFARE PARK GRANTS	50,000	136,557	86,557		86,557	36.6%
GRANTS :- Indirect Expenditure	68,950	159,057	90,107	0	90,107	43.3%
Net Expenditure	(68,950)	(159,057)	(90,107)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
109 CAPITAL PURCHASES						
1975 INCOME-ASSETSALE	417	0	(417)			0.0%
	<u>417</u>	<u>0</u>	<u>(417)</u>			
CAPITAL PURCHASES :- Income						
1963 CP-CAPITAL PURCHASES	0	40,000	40,000		40,000	0.0%
1964 MAJOR SCHEMES	7,700	5,000	(2,700)		(2,700)	154.0%
	<u>7,700</u>	<u>45,000</u>	<u>37,300</u>	<u>0</u>	<u>37,300</u>	<u>17.1%</u>
CAPITAL PURCHASES :- Indirect Expenditure						
	<u>7,700</u>	<u>45,000</u>	<u>37,300</u>	<u>0</u>	<u>37,300</u>	<u>17.1%</u>
Net Income over Expenditure	<u>(7,283)</u>	<u>(45,000)</u>	<u>(37,717)</u>			
110 BAR						
11045 BAR LICENCES	180	180	0		0	100.0%
	<u>180</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
BAR :- Indirect Expenditure						
	<u>180</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(180)</u>	<u>(180)</u>	<u>0</u>			
112 WINTER WARM HUBS						
11264 WINTER HUB EXPENDITURE	2,063	0	(2,063)		(2,063)	0.0%
	<u>2,063</u>	<u>0</u>	<u>(2,063)</u>	<u>0</u>	<u>(2,063)</u>	
WINTER WARM HUBS :- Indirect Expenditure						
	<u>2,063</u>	<u>0</u>	<u>(2,063)</u>	<u>0</u>	<u>(2,063)</u>	
Net Expenditure	<u>(2,063)</u>	<u>0</u>	<u>2,063</u>			
113 FLOWER & VEGETABLE SHOW						
11377 INCOME-FLOWER&VEG DONATIONS	0	50	50			0.0%
	<u>0</u>	<u>50</u>	<u>50</u>			
FLOWER & VEGETABLE SHOW :- Income						
11350 EXPEND. FLOWER&VEG SHOW	0	500	500		500	0.0%
11351 EXPEND.FLOWER&VEG FEES	0	350	350		350	0.0%
	<u>0</u>	<u>850</u>	<u>850</u>	<u>0</u>	<u>850</u>	
FLOWER & VEGETABLE SHOW :- Indirect Expenditure						
	<u>0</u>	<u>850</u>	<u>850</u>	<u>0</u>	<u>850</u>	
Net Income over Expenditure	<u>0</u>	<u>(800)</u>	<u>(800)</u>			
Grand Totals:- Income	903,152	844,517	(58,635)			106.9%
Expenditure	634,489	838,517	204,028	0	204,028	75.7%
Net Income over Expenditure	<u>268,662</u>	<u>6,000</u>	<u>(262,662)</u>			
Movement to/(from) Gen Reserve	<u>268,662</u>					

Cash withdrawals & Debit Card Transactions:

26/03/2024 – Newton Newton – Flags for D Day - CJ - £86.40

02/04/2024 – DVLA – Vehicle Tax FX11 FSV - CJ – £335.00

TOTAL £421.40

A/c Code	210 PETTY CASH				Annual Budget	0	
Centre	(none)				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	60.74		
1	03/04/2023	DCARD3	Cashbook	PETTY CASH TOP UP	100.00		
1	30/04/2023	3211	Journal	PETTY CASH MARCH 2023		65.76	
2	11/05/2023	DCARD10	Cashbook	PETTY CASH TOP UP	200.00		
2	31/05/2023	3221	Journal	PETTY CASH MAY 2023		170.97	
3	08/06/2023	DCARD12	Cashbook	PETTY CASH	200.00		
3	30/06/2023	3232	Journal	PETTY CASH JUNE 2023		196.49	
4	31/07/2023	3240	Journal	PETTY CASH JULY 2023		61.11	
5	03/08/2023	DCARD17	Cashbook	POST OFFICE - PETTY CASH	200.00		
5	31/08/2023	3245	Journal	PETTY CASH AUGUST 2023		131.81	
6	15/09/2023	DCARD20	Cashbook	PETTY CASH TOP UP	200.00		
6	30/09/2023	3257	Journal	PETTY CASH SEPTEMBER 2023		102.10	
7	31/10/2023	3258	Journal	PETTY CASH OCTOBER 2023		115.69	
8	17/11/2023	DCARD25	Cashbook	PETTY CASH TOP UP	200.00		
8	30/11/2023	3271	Journal	PETTY CASH NOVEMBER 2023		83.99	
9	31/12/2023	3277	Journal	PETTY CASH DECEMBER 2023		92.88	
10	31/01/2024	3284	Journal	PETTY CASH JANUARY 2024		56.21	
		Account	PETTY CASH		Account Totals	1,160.74	1,077.01
		Centre			Net Balance Month 12	83.73	

Horden 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
County Durham Association of Local Councils	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 (was Waterlogic)	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 Limited	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
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
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	
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	
Wave	13.04.24	SWC Water 13/01/2024 - 12/04/2024 (£75.00 pcm)	£262.96	D/D
Horden Parish Council APRIL 2024 TOTAL			£39,583.41	

Durham Miners' Gala Brochure

The Miners' Hall, Flass Street, Red Hill, Durham DH1 4BE. Tel No: 0191 384 3515, Email: dmapress@aol.com

Clerk: Samantha Shippen
Horden Parish Council
Horden Social Welfare Centre
Seventh Street, Horden, Peterlee
Co Durham
SR8 4LX
clerk@horden-pc.gov.uk
Email: admin@horden-pc.gov.uk

Dear Samantha,

The 138th Durham Miners' Gala Saturday 13th July 2024

I am writing to ask if Horden Parish Council will support the 138th Durham Miners' Gala by taking an advert in this year's Gala Souvenir Brochure.

This year marks the 40th anniversary of the year-long miners' strike of 1984/85 and the lessons of that epic struggle have never been more important in these troubled times.

When families are struggling to pay bills and put food on the table the Gala and its history of trade union and community solidarity has never been more important – It's a place where like-minded people derive energy and inspiration and the young are welcomed into the trade union family.

To book an advert please fill in the form below and return it in the prepaid envelope provided or email to dmapress@aol.com.

Hoping for a positive response.

Yours in Solidarity,



Dave Temple

Editor

Advertising rates are as follows:

Full page £800; Half page £400; Quarter page £200; Eighth page £100;

Message of support (25 words) £60.

The Brochure is A5 portrait, 96 pages printed in full colour throughout and perfect bound.

All artwork must be supplied by 3 June 2024 and can be emailed to dmapress@aol.com in tiff, jpeg or pdf

We wish to place an advert in this year's Gala Souvenir Brochure. (Please tick box)

Full page Half page Quarter page Eighth page Message of support

Contact name: Tel:

Email: Organisation:

I enclose a cheque for £...../ Please send invoice for payment

Please return this form in the pre-paid envelope provided or email to: dmapress@aol.com

**Please make cheques to: Durham Miners' Gala Brochure
BACS payments to: Account No: 20127111 Sort code: 54 10 31**

Full page: 210mm x 148mm plus 4mm bleed

Quarter page: 90mm x 58mm

Eighth page: 43mm x 58mm

Half Page: 90mm x 125mm