

Horden Social Welfare Centre  
Seventh Street  
Horden  
County Durham  
SR8 4LX  
Tel: 0191 518 0823

02 May 2024

Dear Member

You are hereby summoned to attend the Meeting of Horden Parish Council (meeting in their capacity as the Trustee of Horden Recreation Ground) to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 9<sup>th</sup> May 2024 immediately following the Meeting of Horden Parish Council for the purposes of transacting the following business:

**HORDEN RECREATION GROUND**  
**ORDER OF BUSINESS**  
**Meeting to be held 9 May 2024**

- 1 Election of Chairman 2024/25
- 2 Election of Vice-Chairman 2024/25
- 3 Apologies for Absence – to consider for approval.
- 4 Declarations of Interest in items on the agenda.
- 5 Minutes of the Meeting held 4<sup>th</sup> April 2024 (enclosed) – to consider for approval.
- 6 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 Committee on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
- 7 Register of Delegated Decisions (enclosed) – to note there are no decisions since the last report.
- 8 Damage and Incident Reports(s) – to consider report(s) (enclosed).
- 9 Horden Recreation Ground Financial:
  - a) Bank Balance as at 31/032024 – to note the information.
  - b) Finance Report (enclosed) – to consider Income, Expenditure and Variance Reports to 31/03/2024 (unaudited)
  - c) Invoices for endorsement for payment (enclosed) – to approve payment.
- 10 HCWFC correspondence – to note the information.



**Samantha Shippen**  
Clerk to the Council  
2<sup>nd</sup> May 2024

To: The Trustee of Horden Recreation Ground/cc Public Notice

**HORDEN RECREATION GROUND COMMITTEE**  
**Minutes of Meeting held 4 April 2024**

**Present:** Councillor D Tait (Chairman)  
 Councillors R Bagnall, E Laing, F Leadbitter, W Morrow, J Ward, F Winrow and P Wood.

Mrs S Shippen (Clerk to the Council), Mr C Jackson (Deputy Clerk).

**Staff:**

**Apologies for Absence.**

**HRG 23/24/099** **RESOLVED:** That apologies were **RECEIVED** from Councillor T Baldasera, C Cain, W Smith and A Turner and **APPROVED** for Councillor F Winrow.

**HRG 23/24/100** **Declarations of Interest in items on the agenda.**

No declaration of interest were declared.

**HRG 23/24/101** **Minutes of Meetings held 7 March 2024.**

**RESOLVED:** The Minutes be confirmed as a true record and signed by the Chairman.

**HRG 23/24/102** **Public Participation.**

No members of the public were present.

**HRG 23/24/103** **Register of Delegated Decisions.**

**RESOLVED:** Council **NOTE** the register of delegated decisions.

**HRG 23/24/104** **Damage and Incident Report(s).**

**RESOLVED:** Trustee **NOTED** there were no reports.

**HRG 23/24/105** **Recreation Ground Financial:**

a) **Bank Balance as at 29/02/2024.**

The Clerk to the Council reported the bank balance as of 29 February 2024 being £47,242.10.

**RESOLVED:** Trustee **APPROVE** the bank balance.

b) **Finance Report to 29/02/2024.**

**RESOLVED:** Trustee **APPROVE** the Income, Expenditure and Variances Report to 29 February 2024.

c) **Invoices for endorsement for Payment.**

**RESOLVED:** Trustee **APPROVE** payment of the schedule of invoices totalling £8,198.80.

**HRG 23/24/106** **Memorial Tree**

**RESOLVED:** Trustee **APPROVE** the request for a memorial tree in the bowling green area.

**HRG 23/24/107** **Date of next Meeting**

**RESOLVED:** Trustee **APPROVE** moving the next meeting to 9<sup>th</sup> May 2024.

*The Meeting concluded at 7:15pm*

**Horden Recreation Ground Invoices for Payment - March 2024**

<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Banner	12.03.24	Cleaning Materials	£111.88	100471
Durham County Council	11.03.24	Service & Repair Allett Mower	£936.08	100472
Horden Parish Council	12.03.24	Recharge Car Park Repairs	£150.00	TRF
P Hutchinson & Sons	01.03.24	Green Waste Disposal x 6	£144.00	100473
Origin Amenity Solutions	20.03.24	Wetting Agent, Liquid Fertilizer & Coldstart Fertilizer	£676.80	100474
Peterlee Town Council	04.03.24	Tree Works 26/02/2024 - 29/02/2024	£2,520.00	PART 100475
Peterlee Town Council	26.03.24	Tree Works 11/03/2024 - 13/03/2024	£1,575.00	PART 100475
Screwfix	14.03.24	2 x Safety Boots	£69.98	100476
Select Telecom Ltd	25.02.24	Fibre Broadband - March 2024	£47.40	D/D
Total Energies	05.02.24	Welfare Ground Electricity 01/01/2024-31/01/2024 (Fully Recharged to HCWFC)	£409.16	D/D
Total Energies	05.03.24	Welfare Ground Electricity 01/02/2024-29/02/2024 (Fully Recharged to HCWFC)	£425.63	D/D
Total Energies	07.03.24	Welfare Park Electricity 01/02/2024 - 21/02/2024	£52.83	D/D
Total Energies	07.03.24	Welfare Park Electricity 22/02/2024 - 29/02/2024	£17.29	D/D
Total Energies	08.03.24	Cricket Pavilion Electricity 01/02/2024 - 29/02/2024	£15.61	D/D
Total Energies	07.03.24	Works Building Electricity 01/02/2024 - 29/02/2024 (recharged £49.14 to Heritage Tearooms)	£158.30	D/D
Turfcare Specialists Ltd	12.03.24	Vertical Drain Main Pitch	£480.00	100477
Veolia	31.03.24	Trade Waste	£228.38	D/D
Wex	04.03.24	Monthly Card Fee	£4.80	D/D
Wex	18.03.24	Equipment Fuel	£121.94	D/D
<b>OTHER PAYMENTS</b>				
Wave	13.03.24	Cricket Pavilion Water 13/12/2023 - 12/03/2024 (£24.00 pcm)	£53.72	D/D
		<b>Horden Recreation Ground MARCH 2024 TOTAL</b>	<b>£8,198.80</b>	

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HORDEN RECREATION GROUND	31/03/2024	163	44,469.83
			44,469.83
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
19/01/2024	DDR	SELECT TELECOM	47.40
07/03/2024	100469	GEO ROBINSON	61.24
19/03/2024	DDR	SELECT TELECOM	47.40
22/03/2024	DDR	TOTALENERGIES	15.61
			171.65
			44,298.18
<b><u>Unpresented Receipts (Plus)</u></b>			
			0.00
			0.00
			44,298.18
		<b>Balance per Cash Book is :-</b>	<b>44,298.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**HORDEN RECREATION GROUND FINANCE REPORT**

This report details accounts as at 31 March 2024 – accounts on a straight line we should be around 100%.

**EXPENDITURE**

<b>Account</b>	<b>Page</b>	<b>£ Spend/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Trustee</b>
4120 – Water	1	3,749/2,251	Increased costs		1/2/24
4220 – Play Equipment	1	1591/0	Not budgeted for	Requires transfer from Major Schemes	2/11/23
4230 – Trade Waste	1	3,169/2500	Increased costs		9/5/24
4340 – Loan Repayment – South Ter Wall	1	0/4,800	One off payment to be paid later in the year		2/11/23
4350 – Major Schemes Expenditure	1	44,106/5,000	Grandstand slab for new seating, modular seating, Durham Ave pillar		6/7/23

**INCOME**

<b>Account</b>	<b>Page</b>	<b>£ Receipt/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Trustee</b>
1210 – Electricity Recharge	1	5,852/7,000	Anticipated charges from supplier not realised.		9/5/24
1220 – Income water re-charge	1	3,285/500	Meter readings being taken regularly & recharged appropriately		3/8/23
1400 – Income Parish Council Grant	1	50,000/13,6557	Phased transfer to requirement		2/11/23
1402 – Income Grant Donation/Funding	1	9,920/15	AAP funded project paid to incorrect account	Requires transfer from HPC account	4/4/24

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>						
1120 BIG FOOT STUDIO RENT	500	500	0			100.0%
1130 Cricket Social Club Rent	667	667	0			100.0%
1150 Income-Ambulance House Rent	400	400	0			100.0%
1160 Bowls Ground Income	800	800	0			100.0%
1170 Cricket Ground Income	1,987	1,987	0			100.0%
1180 Welfare Ground Income	4,595	4,206	(389)			109.2%
1190 Other Ground Fees	4,392	4,500	108			97.6%
1210 Electricity Recharge	5,852	7,000	1,148			83.6%
1220 Water Recharge	3,285	500	(2,785)			657.1%
1270 Income-Wayleaves	103	108	5			95.5%
1300 Miscellaneous	227	0	(227)			0.0%
1400 Income-Parish Council Grant	50,000	136,557	86,557			36.6%
1402 Income-Grant Donation/Funding	9,920	15	(9,905)			66133.3
Income :- Receipts	<b>82,729</b>	<b>157,240</b>	<b>74,511</b>			<b>52.6%</b>
<b>Net Receipts</b>	<b>82,729</b>	<b>157,240</b>	<b>74,511</b>			
<u>200</u> <u>Expenditure</u>						
4070 Professional Fees	7,730	18,000	10,270		10,270	42.9%
4120 Water	3,749	2,251	(1,498)		(1,498)	166.5%
4130 Electricity	9,576	12,612	3,036		3,036	75.9%
4150 Telephone/Fax	451	474	24		24	95.0%
4160 Insurance	0	3,896	3,896		3,896	0.0%
4170 Cleaning	197	300	103		103	65.8%
4180 Clothing	418	437	19		19	95.7%
4200 Buildings	3,479	63,000	59,521		59,521	5.5%
4210 Plant and Equipment	1,157	5,000	3,843		3,843	23.1%
4220 Play Equipment	1,771	0	(1,771)		(1,771)	0.0%
4230 Trade Waste	3,169	2,500	(669)		(669)	126.7%
4250 Tools	128	300	172		172	42.8%
4260 Equipment Repairs	1,493	4,000	2,507		2,507	37.3%
4270 Grounds Maintenance	11,778	12,450	672		672	94.6%
4290 Equipment Fuel	3,154	4,200	1,046		1,046	75.1%
4300 Vehicle Maintenance	500	3,000	2,500		2,500	16.7%
4310 Horticulture	3,335	4,050	715		715	82.3%
4320 Health and Safety	829	1,000	171		171	82.9%
4330 CAPITAL PURCHASE	9,766	9,950	184		184	98.2%
4340 Loan Repayment-South Terr Wall	0	4,800	4,800		4,800	0.0%
4350 Major Schemes Expenditure	44,106	5,000	(39,106)		(39,106)	882.1%
4500 Miscellaneous Expenditure	0	20	20		20	0.0%
Expenditure :- Indirect Payments	<b>106,786</b>	<b>157,240</b>	<b>50,454</b>	<b>0</b>	<b>50,454</b>	<b>67.9%</b>
<b>Net Payments</b>	<b>(106,786)</b>	<b>(157,240)</b>	<b>(50,454)</b>			

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	82,729	157,240	74,511			52.6%
Payments	106,786	157,240	50,454	0	50,454	67.9%
<b>Net Receipts over Payments</b>	<u>(24,057)</u>	<u>0</u>	<u>24,057</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(24,057)</u>					

## Horden Recreation Ground Invoices for Payment - April 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Ref:
Hutton Fire Protection Limited	22.04.24	Annual Fire Extinguisher Servicing	£189.60	
Origin Amenity Solutions	23.04.24	Pro-Seed, R41 Seed and R9 Seed	£513.80	
Origin Amenity Solutions	26.04.24	3 Way Rye Seed	£447.00	
Rialtas Business Solutions Limited	01.04.24	Annual software support for 5 Alpha Users 01/04/2024 - 31/03/2025	£332.40	
Rialtas Business Solutions Limited	01.04.24	Making Tax Digital for VAT Annual Subscription 01/04/2024 - 31/03/2025	£132.00	
Select Telecom Limited	31.03.24	Fibre Broadband	£47.40	D/D
SSE Energy Solutions	24.04.24	Welfare Ground Electricity 01/03/2024-31/03/2024 (Fully Recharged to HCWFC)	£507.94	D/D
TJ's Heating & Home Improvements	25.04.24	Park House Boiler Annual Service	£65.00	
TJ's Heating & Home Improvements	26.04.24	Heritage Tearooms Boiler Annual Service & Replace Seals on Combustion Chamber	£135.00	
Total Energies	07.04.24	Cricket Pavilion & Welfare Park Electricity 01/03/2024 - 16/03/2024	£76.77	D/D
Total Energies	07.04.24	Works Building Electricity 01/03/2024 - 16/03/2024 (recharged £43.93 to Heritage Tearooms)	£149.56	D/D
Veolia	30.04.24	Trade Waste	£228.38	D/D
Wex	01.04.24	Equipment Fuel and Monthly Card Fee	£120.18	D/D
Wex	08.04.24	Equipment Fuel	£121.12	D/D
Wex	15.04.24	Equipment Fuel	£116.00	D/D
Wex	22.04.24	Equipment Fuel	£122.14	D/D
Wex	29.04.24	Equipment Fuel	£122.83	D/D
<b>OTHER PAYMENTS</b>				
Wave	13.04.24	Water - Horden Heritage Centre 13/01/2024-12/04/2024 (full recharge to Heritage Tearooms)	£94.52	D/D
Wave	13.04.24	Water - Football Grandstand 13/01/2024-12/04/2024 (full recharge split between HCWFC & Bigfoot)	£99.12	D/D
<b>Horden Recreation Ground APRIL 2024 TOTAL</b>			<b>£3,620.76</b>	



**From:** Clerk - Horden Parish Council  
**Sent:** Friday, April 19, 2024 4:03 PM  
**To:** 'Ryan Cuthbert' <rpcuthbert74@gmail.com>  
**Subject:** Use of Welfare Park Ground  
**Importance:** High

Dear Ryan

I understand from our Outdoor Team Supervisor that a football match took place on Wednesday 10<sup>th</sup> April against the explicit instruction given by Richie by telephone to Chris Cain at 2.55pm yesterday that the game was to be cancelled.

I have visited the ground with Richie the following day to inspect the significant damage caused by the playing of the game and was shocked by the level of damage which has been done. Richie advises that it took two staff two hours to repair the damage as a result of the game taking place.

As you are well aware, the Licence agreement is explicit (clause 5 (7)) which states the Owner reserves the right to cancel any use of the Football Ground at any time, if in the opinion of the Owner, the ground is unfit for use for the purposes specified in clause 1;

I shall report the use against the Council's explicit instruction as Trustee to the next meeting of the HRG Trustee the breach of Licence.

Kind regards

**Sam**

**Samantha J Shippen FCG, FSLCC, CMC**  
**Clerk to the Council**  
**Horden Parish Council**  
**Social Welfare Centre**  
**Seventh Street**  
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