

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

5 July 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 11th July 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 11 July 2024

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 6th June 2024 (enclosed)** – to consider for approval.
- 4 **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.***
- 5 **Register of Delegated Decisions (enclosed)** – to note decisions since the last report.
- 6 **Damage and Incident Reports(s)** – no reports to consider.
- 7 **Horden Recreation Ground Financial:**
 - a) **Bank Balance as at 31/05/2024** – to note the information.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Reports to 31/05/2024.
 - c) **Invoices for endorsement for payment (enclosed)** – to approve payment.
- 8 **HCWFC Stadium Accreditation Report** – to consider request.



Samantha Shippen
Clerk to the Council
5th July 2024

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

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 6 June 2024

Present: Councillor D Tait (Chairman)
 Councillors T Baldasera, B Gash, E Laing, F Leadbitter, W Morrow, A Turner, J Ward, L Williams and P Wood.

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

HRG 24/25/013 **Apologies for Absence.**
RESOLVED: That apologies were **RECEIVED** from Councillors R Bagnall and C Cain and **APPROVED** for Councillor W Smith.

HRG 24/25/014 **Declarations of Interest in items on the agenda.**
 No declaration of interest were raised.

HRG 24/25/015 **Minutes of Meetings held 9th May 2024.**
RESOLVED: The Minutes be confirmed as a true record and signed by the Chairman.

HRG 24/25/016 **Public Participation.**
 No members of the public were present.

HRG 24/25/017 **Register of Delegated Decisions.**
 No delegated decisions were made.

HRG 24/25/018 **Damage and Incident Report(s).**
RESOLVED: Trustee **NOTED** there were no reports.

Trustee Report 2023/24

HRG 24/25/019 a) **Internal Audit Report**
RESOLVED: Trustee **APPROVE** the report.

HRG 24/25/020 b) **Accounting Statement**
RESOLVED: Trustee **APPROVE** the report.

HRG 24/25/021 c) **Trustee Report**
RESOLVED: Trustee **APPROVE** the report and signed by the Chairman.

Recreation Ground Financial:

HRG 24/25/022 a) **Bank Balance as at 30/04/2024.**
RESOLVED: Trustee **APPROVE** the bank balance of £38,757.52.

HRG 24/25/023 b) **Finance Report to 31/03/2024.**
RESOLVED: Trustee **APPROVE** the Income, Expenditure and Variances Report to 30 April 2024

HRG 24/25/024 c) **Invoices for endorsement for Payment.**
RESOLVED: Trustee **APPROVE** payment of the schedule of invoices totalling £1,919.84.

HRG 24/25/025 **Date of July Meeting**
RESOLVED: Trustee **APPROVE** the date of next meeting to 11th July 2024.

The Meeting concluded at 7:25pm

Horden Recreation Ground Invoices for Payment - May 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Almond Windows	01.05.24	Supply and Replace Double Glaze Unit - Park House	£130.00	100485
Horden Parish Council	23.05.24	Recharge for Circuit Breaker	£70.00	PAID BY TRF
Screwfix	31.05.24	Safety Boots, Face Shields, Ear Defenders, Strimmer Line	£165.23	100486
Select Telecom Ltd	30.04.24	Fibre Broadband	£47.40	D/D
SSE Energy	08.05.24	Welfare Ground Electricity 01/04/2024-30/04/2024 (Fully Recharged to HCWFC)	£573.85	D/D
Veolia	21.05.24	Trade Waste Credit for Collection Charged in Error	£-28.55	CREDIT
Veolia	03.06.24	Trade Waste 01/05/2024 - 31/05/2024	£285.48	D/D
Wex	06.05.24	Equipment Fuel and Monthly Card Fee	£122.93	D/D
Wex	13.05.24	Equipment Fuel	£121.46	D/D
Wex	03.06.24	Equipment Fuel and Monthly Card Fee	£232.50	D/D
OTHER PAYMENTS				
Wave	13.05.24	Welfare Park Water 13/02/2024 - 12/05/2024 (£198.00 per month Direct Debit)	£199.54	D/D
Horden Recreation Ground MAY 2024 TOTAL			£1,919.84	

Hornden Recreation Ground Committee - Register of delegated decisions

In accordance with the Openness of Local Government Regulations 2014 s7 <https://www.legislation.gov.uk/ukxi/2014/2095/regulation/7/made> , a record of certain decisions taken by officers of the Council under delegated authority

2024/25

<u>Date</u>	<u>Details</u>	<u>Alternative options (if any)</u>	<u>Details of consultees (if any)</u>	<u>Reported to Trustee</u>
04/07/2024	Vintage tearoom - permission for banners advertising bands to be placed on metal grid outside and for two days prior to an event on the external fence on Park Road.	Banner on metal grid only	None	11/07/2024

Date: 11/06/2024

Hornden Recreation Charity Current Year

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Time: 15:06

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Current Bank A/c**

User: CJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HORDEN RECREATION GROUND	30/04/2024	167	36,274.80
			<u>36,274.80</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
19/04/2024 DDR	SELECT TELECOM		47.40
30/04/2024 DDR	VEOLIA		-28.55
09/05/2024 100483	GEO ROBINSON		49.50
17/05/2024 DDR	SELECT TELECOM		47.40
			<u>115.75</u>
			36,159.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			36,159.05
		Balance per Cash Book is :-	36,159.05
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

HORDEN RECREATION GROUND FINANCE REPORT

This report details accounts as at 31 May 2024 – accounts on a straight line we should be around 17%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Trustee
4120 – Water	1	638/3,160	Will balance with Water re-charge		11/07/24
4170 – Cleaning	1	93/300	Cleaning materials purchased at beginning of year		06/06/24
4230 – Trade Waste	1	501/2,700	Green waste collection at beginning of year		11/07/24
4270 – Grounds Maintenance	1	5,157/10,000	Tree works, Mower repair, drain maintenance and Wetting agents		06/06/24

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Trustee
1220 – Water Recharge	1	196/650	Meter readings taken regularly and recharged appropriately		06/06/24
1270 – Income Wayleaves	1	93/103	First payment received		06/06/24

11/06/2024

Horden Recreation Charity Current Year

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15:09

Detailed Receipts & Payments by Budget Heading 31/05/2024

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	0	525	525			0.0%
1130 Cricket Social Club Rent	0	667	667			0.0%
1150 Income-Ambulance House Rent	0	420	420			0.0%
1160 Bowls Ground Income	0	840	840			0.0%
1170 Cricket Ground Income	0	2,086	2,086			0.0%
1180 Welfare Ground Income	0	4,416	4,416			0.0%
1190 Other Ground Fees	544	4,725	4,181			11.5%
1210 Electricity Recharge	1,072	7,200	6,128			14.9%
1220 Water Recharge	196	650	454			30.1%
1270 Income-Wayleaves	93	108	15			86.5%
1400 Income-Parish Council Grant	0	86,435	86,435			0.0%
1404 Income - Loan	0	120,000	120,000			0.0%
Income :- Receipts	1,905	228,072	226,167			0.8%
Net Receipts	1,905	228,072	226,167			
<u>200</u> <u>Expenditure</u>						
4070 Professional Fees	397	8,000	7,603		7,603	5.0%
4120 Water	638	3,160	2,522		2,522	20.2%
4130 Electricity	1,224	12,927	11,703		11,703	9.5%
4150 Telephone/Fax	79	500	421		421	15.8%
4160 Insurance	0	4,065	4,065		4,065	0.0%
4170 Cleaning	93	300	207		207	31.1%
4180 Clothing	70	450	380		380	15.6%
4200 Buildings	254	30,000	29,746		29,746	0.8%
4210 Plant and Equipment	0	2,500	2,500		2,500	0.0%
4220 Play Equipment	0	1,000	1,000		1,000	0.0%
4230 Trade Waste	501	2,700	2,199		2,199	18.5%
4250 Tools	0	300	300		300	0.0%
4260 Equipment Repairs	0	4,500	4,500		4,500	0.0%
4270 Grounds Maintenance	6,092	10,000	3,908		3,908	60.9%
4290 Equipment Fuel	696	4,300	3,604		3,604	16.2%
4300 Vehicle Maintenance	0	3,500	3,500		3,500	0.0%
4310 Horticulture	0	4,050	4,050		4,050	0.0%
4320 Health and Safety	167	1,000	833		833	16.7%
4330 CAPITAL PURCHASE	0	5,000	5,000		5,000	0.0%
4340 Loan Repayment-South Terr Wall	0	4,800	4,800		4,800	0.0%
4350 Major Schemes Expenditure	0	5,000	5,000		5,000	0.0%
4500 Miscellaneous Expenditure	0	20	20		20	0.0%
4650 Funded Capital Projects	0	120,000	120,000		120,000	0.0%
Expenditure :- Indirect Payments	10,211	228,072	217,861	0	217,861	4.5%
Net Payments	(10,211)	(228,072)	(217,861)			

Continued over page

Detailed Receipts & Payments by Budget Heading 31/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>999 VAT Data</u>						
115 VAT on Receipts	1,706	0	(1,706)			0.0%
	<u>1,706</u>	<u>0</u>	<u>(1,706)</u>			
VAT Data :- Receipts						
515 VAT on Payments	1,540	0	(1,540)		(1,540)	0.0%
	<u>1,540</u>	<u>0</u>	<u>(1,540)</u>	<u>0</u>	<u>(1,540)</u>	
VAT Data :- Indirect Payments						
Net Receipts over Payments	<u>167</u>	<u>0</u>	<u>(167)</u>			
Grand Totals:- Receipts	3,612	228,072	224,461			1.6%
Payments	11,751	228,072	216,321	0	216,321	5.2%
Net Receipts over Payments	<u>(8,139)</u>	<u>0</u>	<u>8,139</u>			
Movement to/(from) Gen Reserve	<u>(8,139)</u>					

Horden Recreation Ground Invoices for Payment - June 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Derbyshire Specialist Aggregates	25.06.24	Rubber Bunder & Granules	£251.10	
Durham County Council	13.06.24	Building Compliance Charges Heritage Tearooms Lift	£123.12	
Durham County Council	02.07.24	Service Bomag Roller & Repair John Deere Brakes & Replace Bearing & End Cap Wessex RMX	£725.35	
Playsafety Limited	14.06.24	Annual Playground Inspections	£244.80	
Select Telecom	31.05.24	Fibre Broadband - June 2024	£47.40	D/D
SSE	08.06.24	Welfare Ground Electricity 01/05/2024-31/05/2024 (recharged £218.66 to HCWFC)	£396.10	D/D
SSE	12.06.24	Welfare Park Electricity 18/03/2024 - 02/06/2024	£221.61	D/D
SSE	12.06.24	Floodlight (No2) Charges 01/03/2024 - 04/06/2024	£141.64	D/D
SSE	12.06.24	Works Building Electricity 18/03/2024 - 02/06/2024 (recharged £258.98 to Heritage Tearooms)	£482.73	D/D
SSE	27.06.24	Cricket Pavilion Electricity 18/03/2024 - 04/06/2024 (recharged £79.63 to Cricket Team)	£96.18	D/D
TJ's Heating & Home Improvements	10.06.24	Supply & Fit Replacement Sink Taps - Heritage Tearooms	£117.00	
Veolia	30.06.24	Trade Waste	£228.38	D/D
Wex	10.06.24	Equipment Fuel	£118.27	D/D
Wex	17.06.24	Equipment Fuel	£113.91	D/D
Wex	24.06.24	Equipment Fuel	£143.90	D/D
Wex	01.07.24	Equipment Fuel & Monthly Card Fee	£118.63	D/D
OTHER PAYMENTS				
Wave	13.06.24	Cricket Pavilion Water 13/03/2024 - 12/06/2024	£77.93	D/D
		Horden Recreation Ground JUNE 2024 TOTAL	£3,648.05	

From:

Sent: Friday, June 14, 2024 9:14 AM

To: Clerk - Horden Parish Council <clerk@horden-pc.gov.uk>; Deputy - Horden Parish Council <deputy@horden-pc.gov.uk>

Cc: David Tait <David.Tait@horden-pc.gov.uk>

Subject: Stadium Accreditation Report

Good morning,

Please can the football club add an agenda point for the trustees consideration at their next meeting?

I have attached a stadium accreditation report which all clubs at a certain level have had undertaken by the FA.

There are 87 areas that the FA look at within their report and thankfully the Welfare Park ground passed 77 of these and only failed 10.

One of the 10 fails has already been addressed by the football club which was to have an updated floodlights test carried out. This came at a cost to the club of £300.

The deadline for the remaining 9 areas for the ground to meet the required grade is by 31st March 2025.

Whilst we appreciate the trustees are under no obligation to undertake any works, the football club would ask if they could review the 9 areas and as owners of the ground consider assisting with any of the 9 fails to ensure the ground meets the required grade.

As part of the licence the owners are responsible for maintenance at the ground so would the trustees consider using any monies they might have set aside for maintenance work at the ground from their 2024/25 budget?

Any areas in which the trustees consider that the football club could arrange for the work to be undertaken we would be happy to do so depending on the costs involved to the club.

The football foundation have advised the club could bid for grant funding to address any failed areas but as Horden Parish Council are owners of the ground we would need your permission and to work with you.

Would you be able to confirm if our correspondence will be considered at the trustees July or August meeting?

I look forward to hearing from you.

Kind regards

Ryan

Horden CW - Secretary

Accreditation Report

Hornden Welfare Park

Hornden Community Welfare

Report details

Report Date

23/03/2024

Approved By

StadiumPower Admin
Required Grade 6
✘ Grade not yet met

No dispensation required/given

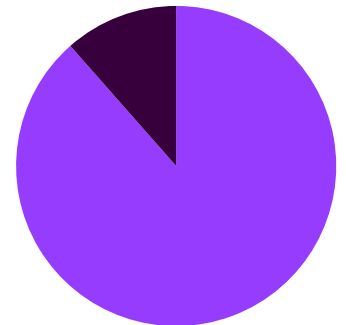
25/03/2024

 To provide additional information or submit updates, please visit StadiumPower.org.uk
✘ **10**

Failed Areas

✔ **77**

Passed Areas



✘ Failure Areas

Pitch & Floodlights

4 areas

Spectators

3 areas

Entrances, Exits & Enclosures

3 areas

✔ Passed Areas

Pitch & Floodlights

14 areas

Medical & Safety

3 areas

Spectators

19 areas

Entrances, Exits & Enclosures

8 areas

Changing Rooms

27 areas

Clubhouse Details

6 areas

DISCLAIMER

The information within this report should only be used for the purpose of determining compliance with The FA Ground Grading guidance.

[Click here for further information.](#)



Run Off Areas

✓ Grade Met

- Having a minimum run-off of at least 183cm on the sides where a run-off is present passes this requirement for those sides
- This stadia has run-offs on each side of the pitch and passes this requirement

Pitch Perimeter Barrier

✗ Reason For Failure

- The gap between the perimeter barrier and hardstanding must be less than 15cm to pass this requirement
- The pitch perimeter barrier needs to be permanent and of sound condition to pass this requirement

Technical Area

✗ Reason For Failure

- You must have 2 marked technical areas that comply with the laws of the game to pass this requirement

✓ Grade Met

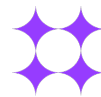
- Having dugouts with an unobstructed view of the pitch passes this requirement
- Having dugouts on the same side of the pitch passes this requirement

Home Dugout

✓ Grade Met

- Having the dugout under cover passes this requirement
- Having at least 8 seats in the dugout passes this requirement
- Having signage to indicate Home Dugout passes this requirement

Please see the next page for further details on this section of the report



Away Dugout

✓ Grade Met

- Having the dugout under cover passes this requirement
- Having at least 8 seats in the dugout passes this requirement
- Having signage to indicate Away or Visitor Dugout passes this requirement

Floodlights

✗ Reason For Failure

- You must have an inspection within the last 2 years to pass this requirement

✓ Grade Met

- Having floodlights passes this requirement
- Having an average lux reading of at least 120 passes this requirement

Pitch

✓ Grade Met

- Having a pitch length of at least 100m passes this requirement
- Having a pitch width of at least 64m passes this requirement



Medical Other

Grade Met

- Having designated access and egress for the ambulance/emergency services passes this requirement
- Having a stretcher passes this requirement
- Having a defibrillator passes this requirement



Stands

Reason For Failure

- You must have yellow cross-hatching to pass this requirement

Grade Met

- Having the stand of sound construction passes this requirement
- Having the stand have a good view of the pitch passes this requirement

Spectator accommodation

Grade Met

- Having covered accommodation (seated or standing) for at least 100 people passes this requirement
- Having covered seated accommodation for at least 50 people passes this requirement
- Having a total of at least 1 male WC ground toilet passes this requirement (Note: for Grades 5-7 the total can include the club house toilets but at Grade 4 and above these will need to be separate ground toilets)
- Having a total of at least 2 male urinal ground toilets passes this requirement (Note: for Grades 5-7 the total can include the club house toilets but at Grade 4 and above these will need to be separate ground toilets)
- Having a total of at least 2 female WC ground toilets passes this requirement (Note: for Grades 5-7 the total can include the club house toilets but at Grade 4 and above these will need to be separate ground toilets)
- Having at least 2 sides where it is possible to view the match from passes this requirement

Standing Capacity

Reason For Failure

- The surface must be bound to pass this requirement
- The hardstanding must be free of trip hazards / in good condition to pass this requirement

Grade Met

- The hardstanding width being a minimum of 90cm passes this requirement
- The hardstanding not being of other material passes this requirement

Spectators



Please see the next page for further details on this section of the report



Spectator Facilities

Grade Met

- The toilet block catering for males passes this requirement
- The toilet block catering for females passes this requirement
- Having hand drying facilities passes this requirement
- Having hot and cold or cold only running water passes this requirement
- A minimum of 1 hand wash basin passes this requirement
- Having the toilet blocks in a clean and working condition passes this requirement
- Having adequate lighting passes this requirement
- Having a dedicated pitchside toilet block, having a toilet block attached to the clubhouse building (but not for clubhouse use), or toilets shared with the clubhouse (for Grades 5 to 7 only) passes this requirement
- Having permanent, temporary or mobile facilities passes this requirement



Enclosure

Grade Met

- Having a boundary at least 1.70m high passes this requirement
- Having an enclosed boundary passes this requirement
- Having an enclosed boundary with 4 sides passes this requirement
- Having a permanent enclosed boundary passes this requirement

Spectator Entrances

Grade Met

- Having at least 1 spectator entrance passes this requirement
- Having electric, barcode entrances, turnstiles or pay box entrances passes this requirement
- Having cashier protection passes this requirement
- The bound surface having a minimum width of 0.9m passes this requirement

Exits

Reason For Failure

- You must have signposted exits to pass this requirement
- You must have exits clear from obstructions to pass this requirement
- You must have the hard standing leading to the exit to pass this requirement



Home

✓ Grade Met

- Having at least 4 working shower heads passes this requirement
- Having a secure walkway to the field of play passes this requirement
- Having dressing rooms within the enclosed ground passes this requirement
- Having dressing rooms at least 12m2 passes this requirement
- Having dressing rooms lockable during a game passes this requirement
- Having at least 1 WC passes this requirement
- Having at least 1 hand wash basin passes this requirement
- Having a medical table passes this requirement
- Having dressing rooms clean and free from mould/dirt passes this requirement

Away

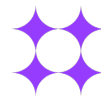
✓ Grade Met

- Having a secure walkway to the field of play passes this requirement
- Having dressing rooms within the enclosed ground passes this requirement
- Having dressing rooms at least 12m2 passes this requirement
- Having dressing rooms lockable during a game passes this requirement
- Having at least 1 WC passes this requirement
- Having at least 1 hand wash basin passes this requirement
- Having at least 4 working shower heads passes this requirement
- Having a medical table passes this requirement
- Having dressing rooms clean and free from mould/dirt passes this requirement

Match Officials

Please see the next page for further details on this section of the report

Changing Rooms



✓ Grade Met

- Having a secure walkway to the field of play passes this requirement
- Having dressing rooms within the enclosed ground passes this requirement
- Having dressing rooms at least 4m² passes this requirement
- Having dressing rooms lockable during a game passes this requirement
- Having at least 1 WC passes this requirement
- Having at least 1 working shower head passes this requirement
- Having at least 1 hand wash basin passes this requirement
- Having dressing rooms clean and free from mould/dirt passes this requirement
- Having a bell buzzer in working order and in both player dressing rooms passes this requirement



Clubhouse

Grade Met

- Having a club house passes this requirement
- Having the club house must be on site or adjacent passes this requirement

Clubhouse Toilets

Grade Met

- Having at least one hot and cold water sink passes this requirement
- Having hand drying facilities in the mens' toilets passes this requirement
- Having at least one hot and cold water sink passes this requirement
- Having hand drying facilities in the womens' toilets passes this requirement