

# Horden Parish Council

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

27<sup>th</sup> September 2024

Dear Member

You are summoned to attend the Horden Parish Council Meeting to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 3<sup>rd</sup> October 2024 at 6pm.

## **HORDEN PARISH COUNCIL ORDER OF BUSINESS** **Meeting to be held 3<sup>rd</sup> October 2024**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of Interest** – to note declarations of interest from Members on items of the agenda.
3. **Minutes of the Horden Parish Council Meeting held 5 September 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 Parish Council 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** – to note there are no additional decisions to approve.
6. **Damage and Incident Report(s) (enclosed)** – to consider report(s).
7. **Cemetery Burial and Income Report 24/8/24 – 22/9/24 (enclosed)** – to receive the information.
8. **Parish Council Financial:**
  - a) **Bank Balances** – to receive balances at 31/8/24.
  - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31/8/24.
  - c) **Cash Withdrawals and Debit Card Transactions (enclosed)** – to approve report.
  - d) **Bank Transfer(s)** – to approve any transfer(s).
9. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
10. **Members/Officers Allowances** - To consider any claims for approval.
11. **Audit 2023/24** – to consider the report of the external auditor on the conclusion of audit.
12. **Disposal of Assets** – to consider for approval.
13. **Remembrance Sunday** – to approve the plans for Remembrance Sunday.
14. **Horden 125<sup>th</sup> Anniversary** – to receive an update.
15. **SWC bar till**– to consider a request from Councillor F Leadbitter to donate to Horden Heritage Centre and Tea Rooms.
16. **Cemetery House request** – to consider request for rental.
17. **Horden Banner Group request** - to consider request.
18. **County Councillor attendance to monthly meetings** – to receive response to request.
19. **Electric Scooters** – to consider position regarding use on Council premises.
20. **Dogs in Building Draft Policy** – to consider the report.
21. **Creative Youth Opportunities** – To consider grant donation for Summer Trip.
22. **DCC Horden Masterplan** – to consider the update.



Samantha Shippen  
Clerk to the Council  
27<sup>th</sup> September 2024

**To: All Members of Horden Parish Council/cc Public Notice**

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 5 September 2024**

**Present:** Councillor F Leadbitter (Chairman)  
 Councillors T Baldasera, C Cain, B Gash, E Laing, W Morrow, C Robson, A Turner, J Ward and F Winrow

**Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)

**Other Present:** Five members of the public.

**HPC 24/25/082** **Apologies for Absence.**  
**RESOLVED:** That apologies be **ACCEPTED** for Councillors R Bagnall, W Smith, D Tait and P Wood.

**HPC 24/25/083** **Declarations of Interest**  
 No declarations of Interest raised.

**HPC 24/25/084** **Minutes of the Horden Parish Council Meeting held 11 July 2024.**  
**RESOLVED:** Minutes be confirmed as a true record and signed by the Chairman.

**HPC 24/25/085** **Public Participation.**  
 No public participation took place.

**HPC 24/25/086** **DCC Horden Masterplan/Third Street Resident Engagement.**  
 J Russell and G Smith of Durham County Council attended to provide an update on the DCC Horden Masterplan, and particularly Third Street Resident Engagement. They explained the engagement process and the some of the challenges they have faced and the support they can provide residents. They began a soft marketing exercise which has shown that there is an genuine interest from regeneration companies for Horden Regeneration.

Councillors raised questions and comments and thanked J Russell and G Smith for providing the update.

*6.23 Meeting adjourned.*

*6.28 Meeting re-opened.*

**HPC 24/25/087** **Register of Delegated Decisions.**  
 There were no delegated decisions to report.

**HPC 24/25/088** **Damage and Incident Report.**  
**RESOLVED:** that Council **NOTE** the reports.

**HPC 24/25/089** **Cemetery Burial and Income Report 01 July to 23 August 2024.**  
**RESOLVED:** Council **NOTE** the information.

**Parish Council Financial:**

**HPC 24/25/090** **a) Bank Balances (Balance Sheet).**  
**RESOLVED:** Council **APPROVE** the Bank Balances and Balance Sheet to 30/7/2024 of £1,050,956.12.

**HPC 24/25/091** **b) Finance Report to 30/7/2024.**  
**RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report.

**HPC 24/25/092** **c) Cash Withdrawal(s) and Debit Card Transactions.**  
**RESOLVED:** Council **APPROVE** debit card transaction totalling £897.20

**HPC 24/25/093** **d) Bank Transfer(s).**  
 The Clerk requested that £50,000 to be transferred from the CCLA account to the current account.  
**RESOLVED:** Council **ENDORSE** transfer of funds from CCLA to the Current account.

**HPC 24/25/094** **Invoices for endorsement for payment.**  
**RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £77,175.66. Councillors F Leadbitter and W Morrow to authorise.

**Members/Officers Allowances.****HPC** a) **To consider payments for approval.****24/25/095** **RESOLVED:** No claims received.**HPC** b) **To consider redistribution of unclaimed members allowance at the request of Councillor A Turner.****24/25/096****RESOLVED:** Council **APPROVE** to vire £571.93 from Members Participation Allowances to Chairs Allowance, to enable support to community groups.**HPC** **Cemetery House Update****24/25/097****RESOLVED:** The Clerk advised of progress with the legal registration. Council **NOTE** the information.**HPC** **Community Shop Update****24/25/098****RESOLVED:** Council **NOTE** the information.**HPC** **Request from Councillor F Leadbitter for a County Councillor to attend monthly meetings.****24/25/099****RESOLVED:** Council **AGREE** to invite County Councillors to meetings and request a written report.**HPC** **SWC Boiler.****24/25/100****RESOLVED:** Council **NOTE** the information.**HPC** **AAP Neighbourhood Budget.****24/25/101****RESOLVED:** Council **ADVISE** the Clerk to invite County Councillors to the next meeting.**HPC** **DCC Local Neighbourhood boundaries consultation.****24/25/102****RESOLVED:** Council **AGREE** no response required.**NAC Meeting.****HPC** a) **Conference and England AGM Safety and Wellbeing.****24/25/103****RESOLVED:** Council **AGREE** not to attend.**HPC** b) **NAC General Management Meeting 8<sup>th</sup> September 2014.****24/25/104****RESOLVED:** Council **AGREE** not to attend.*Meeting concluded at 7.20pm***Horden Parish Council Invoices for Payment August 2024**

<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Amazon	21.08.24	2 x Sink Plungers	£9.89	CREDIT RCVD
Amazon	24.08.24	CREDIT 2 x Sink Plungers	-£9.89	N/A
Amazon	21.08.24	4 x 16W 2D Bulbs	£28.80	BACS
Amazon	21.08.24	Cleaning Materials & Silicone - SWC	£54.02	BACS
Amazon	22.08.24	2 x Sink Plungers	£9.89	BACS
Amazon	22.08.24	Multipurpose Spray Cleaner	£9.98	BACS
Amazon	23.08.24	Cleaning Materials & Silicone - SWC	£36.74	BACS
Amazon	24.08.24	CREDIT Heavy Duty Floor Cleaner & Antibac Spray	-£23.49	N/A
Amazon	21.08.24	All Purpose Cleaner - SWC	£19.98	BACS
Co-operative Bank	02.09.24	BACS/FD Online Fees 01/08/2024 - 31/08/2024	£72.60	D/D
Corona Energy	04.08.24	Memorial Park Electricity 01/07/2024 - 31/07/2024	£30.42	D/D
Corona Energy	04.08.24	Sunderland Road Pavilion Electricity 01/07/2024 - 31/07/2024	£134.62	D/D
Culligan (was Waterlogic)	15.08.24	Water Cooler Rental & Service - August 2024	£43.32	D/D
Document Solutions UK Limited	30.08.24	Photocopying Fees August 2024	£42.00	D/D
Durham County Council	06.08.24	Repair Strimmer Head, John Deere Hand Brake & Kabota Back Lights	£967.30	BACS
Eon Next	28.08.24	Gas SWC 01/08/2024 - 26/08/2024	£107.04	D/D
Eon Next	02.09.24	Gas SWC 27/08/2024 - 01/09/2024	£24.52	D/D

Eon Next	02.09.24	Electricity Cemetery 01/08/2024 - 31/08/2024	£37.47	D/D
Wilf Husband	20.08.24	16 Ton Top Soil	£441.60	BACS
ITC Service Limited	31.08.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - September	£424.14	D/D
Magnum Cleaning Services	21.08.24	Window Cleaning - SWC	£45.00	BACS
Mortons Law	28.08.24	Tenancy Advice - Final Invoice	£817.80	BACS
Octopus Energy Limited	23.08.24	Cemetery Lodge Gas & Electricity 22/07/2024 - 21/08/2024	£37.89	BACS
Octopus Energy Limited	23.08.24	Welfare House Gas & Electricity 22/07/2024 - 21/08/2024	£36.65	BACS
Octopus Energy Limited	27.08.24	Welfare House Gas & Electricity 22/08/2024 - 26/08/2024	£3.82	BACS
Octopus Energy Limited	28.08.24	Cemetery Lodge Gas & Electricity 22/08/2024 - 26/08/2024	£1.46	BACS
Scottish Power	15.08.24	SWC Electricity 11/07/2024 - 30/07/2024	£301.39	D/D
Scottish Power	02.09.24	SWC Electricity 31/07/2024 - 02/09/2024	£589.81	D/D
Select Telecom Limited	31.07.24	Admin Phone Lines/Calls/Internet - August 2024	£126.61	D/D
St John Ambulance	07.08.24	First Aid Cover - Teddy Bear's Picnic	£137.28	BACS
Thinford Nursereis Limited	22.08.24	Summer Bedding	£1,226.40	BACS
TJ's Heating & Home Improvements	09.08.24	Repair Gent's Toilets & Replace Kitchen Traps & Pipes - SWC	£385.00	BACS
TJ's Heating & Home Improvements	20.08.24	Repair Gent's Toilets - SWC	£185.00	BACS
Treasured Memories Limited	02.08.24	Memorial Plaque - DM	£127.32	BACS
Uniform Supplies Limited	31.07.24	Staff Uniform	£73.01	BACS
Uniform Supplies Limited	31.07.24	Staff Uniform	£153.98	BACS
Vodafone	20.08.24	Mobile Phones	£67.40	D/D
Wex	12.08.24	Equipment Fuel - Cemetery	£131.03	D/D
Wex	19.08.24	Iveco Pickup Fuel - Cemetery	£39.48	D/D
Wex	26.08.24	Equipment Fuel - Cemetery	£90.26	D/D
Wex	25.08.24	Vehicle Trackers	£11.98	D/D
Wex	02.09.24	Equipment Fuel - Parks	£140.01	D/D
Amazon	21.08.24	Cleaning Materials & Silicone - SWC	£54.02	BACS
Amazon	22.08.24	2 x Sink Plungers	£9.89	BACS
Amazon	22.08.24	Multipurpose Spray Cleaner	£9.98	BACS
Amazon	23.08.24	Cleaning Materials & Silicone - SWC	£36.74	BACS
Amazon	24.08.24	CREDIT Heavy Duty Floor Cleaner & Antibac Spray	-£23.49	N/A
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Co-operative Bank	02.09.24	BACS/FD Online Fees 01/08/2024 - 31/08/2024	£72.60	D/D
Corona Energy	04.08.24	Sunderland Road Pavilion Electricity 01/07/2024 - 31/07/2024	£134.62	D/D
Document Solutions UK Limited	30.08.24	Photocopying Fees August 2024	£42.00	D/D
Eon Next	02.09.24	Gas SWC 27/08/2024 - 01/09/2024	£24.52	D/D
Eon Next	02.09.24	Electricity Cemetery 01/08/2024 - 31/08/2024	£37.47	D/D
ITC Service Limited	31.08.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - September	£424.14	D/D
Mortons Law	28.08.24	Tenancy Advice - Final Invoice	£817.80	BACS
Scottish Power	15.08.24	SWC Electricity 11/07/2024 - 30/07/2024	£301.39	D/D
Scottish Power	02.09.24	SWC Electricity 31/07/2024 - 02/09/2024	£589.81	D/D
Wex	02.09.24	Equipment Fuel - Parks	£140.01	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	08.08.24	Wages Week 18	£5,107.64	BACS

<b>Agenda Item 3</b>
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Co-op Bank	15.08.24	Wages Week 19	£5,107.64	BACS
Co-op Bank	22.08.24	Wages Week 20	£5,107.84	BACS
Co-op Bank	29.08.24	Wages Week 21	£5,107.84	BACS
Durham County Council	02.09.24	Superannuation Weeks 18 - 22	£7,247.95	BACS
HMRC	02.09.24	PAYE Weeks 18 - 22	£6,140.64	313559
Durham County Council	02.09.24	Superannuation Weeks 18 - 22	£7,247.95	BACS
HMRC	02.09.24	PAYE Weeks 18 - 22	£6,140.64	
<b>Horde n Parish Council AUGUST 2024 TOTAL</b>			<b>£57,089.15</b>	

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: <i>Between 10/09/24 + 13/09/24.</i>
Location: <i>Cemetery.</i>
Damage Found (please give as much detail as possible)
<i>On 05/09/24 Scotts Memorials emailed myself to ask if works could be completed on 10/09/24. I replied on 05/09/24 saying no as we had no staff in, the week of 16/09/24 would be best on 17/09/24 I asked David to check the plots, he confirmed the works had been completed. I then informed the clerk about the situation.</i>

Completed by: *Brooke Howarth*.....Date: *17/09/24*.....

Police Notified: YES  NO  Officer dealing:

Time Police notified:

Remedial Action Taken: *Contacted Scotts Memorials to discuss. Have since received letter of apology.*

**OFFICE USE:**

Has available CCTV been checked: YES / NO *N/A.*

Is this an Insurance Claim: YES / NO *N/A.*

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: *17/10/24*

Showroom  
**SUNDERLAND**  
217 Hylton Road,  
(opp. Rutland Street)  
Tel: (0191) 565 9654

**SCOTT**  
**MEMORIALS OF DISTINCTION**  
ESTABLISHED 1921

Showroom  
**CONSETT**  
Fynes House  
281 Medomsley Road  
Tel: (01207) 504256

All payments & enquiries to head office & works: (0191) 581 2329 (covering all areas)

**WM. SCOTT & SONS (SCULPTORS) LTD**  
21-22 Princess Road · Seaham · Co. Durham · SR7 7TB  
**Freephone: 0800 163 630**

Fax: (0191) 581 0260 Mobile: 0786 0830144 Email: [info@scottmemorials.co.uk](mailto:info@scottmemorials.co.uk) Web: [www.scottmemorials.co.uk](http://www.scottmemorials.co.uk)

Agents also at:

Northumberland, Gateshead,  
Newcastle, Tyneside etc.  
Freephone 0800 163630

Aycliffe  
Tel:  
(01325) 319519

Annfield Plain  
Tel:  
(01207) 234444

Spennymoor  
Tel:  
(01388) 420276

Ferryhill  
Tel:  
(01740) 650558

North Yorkshire, Middlesbrough,  
Darlington, Hartlepool, Redcar,  
Stockton, Whitby etc.  
Freephone 0800 163630

18 September 2024  
F.A.O Samantha,  
Horden Parish Council,  
Horden Social Welfare Centre,  
Seventh Street,  
Horden,  
Co. Durham  
SR8 4LX

Dear Samantha,

Please accept my sincere apologies for the work being carried out in Horden cemetery without your permission. I take full accountability for this. As I was preparing work in preparation for being away from the business on holiday, I totally forgot to cross it off the work list and inform my staff that we were unable to complete this work. I can assure you that this will not happen again.

Once again, my sincere apologies

Yours sincerely



Mark Delaney  
Director  
Scott Memorials

Email: [info@scottmemorials.co.uk](mailto:info@scottmemorials.co.uk)

PAYMENT BY CASH, DEBIT CARD, CHEQUE (MADE PAYABLE TO SCOTT MEMORIALS)  
BACS: 30.98.34 ACC NO: 00303337 (PUT NAME/CEMETERY AS REFERENCE)

**THIRTY-YEAR+ STABILITY GUARANTEE ON ALL MEMORIALS**  
**BEST MATERIAL AND WORKMANSHIP GUARANTEED**  
**OLD MEMORIALS RENOVATED AND ADDITIONAL INSCRIPTIONS CUT**

Directors: M. & P. Delaney

Registered no. 756636 (England)





## Thorpe Road Cemetery Report 24th August to 22nd September 2024

<b>INTERMENT (inc. Ashes)</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
M93	FULL BURIAL	YES	£330.00
GARDEN A 54	ASHES	NO	£780.00
T14	FULL BURIAL	NO	£2,340.00
GARDEN D 53	ASHES	NO	£780.00
		<b>TOTAL</b>	<b>£4,230.00</b>
<b>PURCHASE OF PLOT - EXCLUSIVE RIGHT</b>			
<b>PLOT</b>	<b>DETAIL</b>		<b>FEE</b>
M161	TRANSFER VIA STAT DEC	YES	£85.00
T14	NEW PURCHASE	NO	£1,950.00
GARDEN C 6	TRANSFER VIA STAT DEC	NO	£98.00
M22	TRANSFER VIA STAT DEC	NO	£163.00
		<b>TOTAL</b>	<b>£2,296.00</b>

<b>SUPPLY OF IMMOVABLE MEMORIAL</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
T12	HEADSTONE	NO	£260.00
S3	HEADSTONE	YES	£110.00
S4	HEADSTONE	YES	£110.00
C113	INSCRIPTION	NO	£156.00
		<b>TOTAL</b>	<b>£636.00</b>

<b>PLAQUE/BENCH</b>			
	PLAQUE		£208.00

<b>MISCELLANEOUS</b>			
			<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>
		<b>TOTAL INCOME</b>	<b>£7,370.00</b>

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**HORDEN PARISH COUNCIL Current Year 2024/25**

**Bank - Cash and Investment Reconciliation as at 31 August 2024**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/08/2024	Current Account	40,437.83
31/08/2024	Public Sector Reserve Account	285.44
31/08/2024	CCLA PUB. SECTOR	974,746.49
31/08/2024	BUSINESS SAVERS ACCOUNT	1,583.09

**1,017,052.85**

Other Cash & Bank Balances

**60.55**

**1,017,113.40**

Receipts not on Bank Statement

**20.00**

**Closing Balance**

**1,017,133.40**

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	58,422.79
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	924,746.49
5	BUSINESS SAVERS ACCOUNT	1,583.09
	Other Cash & Bank Balances	60.55
	<b>Total Cash &amp; Bank Balances</b>	<b>985,098.36</b>

**HORDEN PARISH COUNCIL FINANCE REPORT**

This report details accounts as at 31 August 2024 – accounts on a straight line we should be around 42%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 17%.

**EXPENDITURE**

<b>Account</b>	<b>Page</b>	<b>£ Spend/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1125 – Ad Insurance	1	14,931/12,195	Overbudget	Need to recharge to Recreation Ground	05/09/24
1126 – Ad Photocopier	1	627/1,200	Higher copying usage		05/09/24
1152 – IT Fees	1	2,694/5,500	Annual upfront costs for software		06/06/24
1158 – Ad Bank charges	1	520/1,072	Accrual correction		03/10/24
1304 – Cem Council Tax	2	2,155/5,418	Paid over 10 months rather than 12		11/07/24
1311 – Cem Rates	2	836/1,596	Paid over 10 months rather than 12		05/09/24
1349 – Cem Plaques	2	468/300	Will Balance out with income		06/06/24
1361 – Cem Major Scheme	2	5,984/2,500	Final architect fees		05/09/24
1362 – Cem Trade Waste	2	1,883/1,911	Annual upfront costs		03/10/24
1363 – Loan Repayment	2	13,036/26,073	First of two annual payments		05/09/24
1364 – Cem Mem Benches	2	856/500	Will balance out with income		06/06/24
1411 – Pk Rates	3	374/753	Paid over 10 months		05/09/24
1413 – Pk Rents	3	410/410	Annual fee paid		05/09/24
1414 – Park Electricity	3	1,168/2,300	Higher costs due to transfer of supplier		06/06/24
1420 – Pk Misc	3	680/20	Mem park works insurance claim		05/09/24
1446 – Park Horticulture	3	798/1,578	Summer bedding costs		03/10/24
1604 – SWC Council Tax	3	1,798/3,595	Paid over 10 months rather than 12		05/09/24
1611 – SWC Rates	3	3,680/7,692	Paid over 10 months rather than 12		05/09/24
1614 – SWC Electricity	3	3,300/7,150	Higher costs due to transfer of supplier		03/10/24
1615 – SWC Gas	3	3,719/6,600	Higher costs due to transfer of supplier		06/06/24
1616 – SWC Cleaning	3	685/1,050	Cleaning items purchased		06/06/24
1636 – SWC Buildings	3	5,619/11,400	Annual Maintenance and Building Repairs		11/07/24
1637 – SWC Plant & Equip	3	174/350	Increased costs		11/07/24
1724 – GP Subscriptions	4	1,861/3,628	Subscriptions due at start of year		06/06/24
1726 – Members Participation	4	5,147/6,863	All allowances allocated		05/09/24
1732 – GP Publicity	4	400/450	Durham Gala advertisement		05/09/24

1733 – GP Activities and Events	4	4,760/11,500	Dday and Summer activities		05/09/24
1757 – GP Audit	4	(5,180)/5,450	Accrual for audit fees		06/06/24
1759 – GP Professional Fees	4	2,582/3,397	Payroll and Rialtas annual subscription and Cemetery Fees booklet production		11/07/24
11045 – Bar Licences	4	180/180	Paid for year		06/06/24

### **INCOME**

<b>Account</b>	<b>Page</b>	<b>£ Receipt/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1176 Precepts received	1	322,942/645,883	First half received		06/06/24
1189 – Admin Misc	1	352/780	Office services/photocopying		03/10/24
1196 – Bank Interest	1	13,064/15,000	Preferential rates received		06/06/24
1198 – LCTSS Grant	1	48,191/96,381	First half received		06/06/24
1281 – Income Allot Rent	1	2,403/2,403	Rent received for year		11/07/24
1382 -Cem Reserved Plot	1	3,575/0	Not budgeted for		05/09/24
1383 – Cem Mem Plaques	1	850/360	Will balance out with expenditure		06/06/24
1390 – Cem Mem Benches	1	558/500	Will balance out with expenditure		06/06/24
1483 – Pk Ground Fee	2	1,479/1,700	Annual fee paid		05/09/24
1682 - SWC Letting	3	21,773/34,350	DDS invoiced for year		06/06/24
1799 – Poppy Wreaths	4	145/185	Will balance out with expenditure		05/09/24

10:00

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 ADMINISTRATION</b>							
1176 PRECEPTS RECEIVED	0	322,942	645,883	322,942			50.0%
1189 INCOME-ADMIN MISC	69	352	780	428			45.1%
1196 INCOME-BANK INTEREST	4,494	22,178	15,000	(7,178)			147.9%
1198 LCTSS GRANT	0	48,191	96,381	48,191			50.0%
ADMINISTRATION :- Income	<b>4,564</b>	<b>393,662</b>	<b>758,044</b>	<b>364,382</b>			<b>51.9%</b>
1101 AD-WAGES	9,604	42,199	124,898	82,699	82,699		33.8%
1102 AD-EMPLOYERS NI	842	3,698	10,958	7,260	7,260		33.7%
1103 AD-EMPLOYERS PENSION	1,873	8,229	23,606	15,377	15,377		34.9%
1110 AD-ROOM FEES	150	750	1,800	1,050	1,050		41.7%
1121 AD-TELEPHONE/FAX	0	419	1,400	981	981		29.9%
1122 AD-POSTAGE	4	131	350	219	219		37.5%
1123 AD-STATIONERY	0	146	390	244	244		37.3%
1125 AD-INSURANCE	0	14,931	12,195	(2,736)	(2,736)		122.4%
1126 AD-PHOTOCOPIER	35	627	1,200	573	573		52.2%
1137 AD-PLANT & EQUIPMENT	0	0	220	220	220		0.0%
1151 AD-BANK CHARGES	78	520	1,072	552	552		48.5%
1152 AD-IT FEES	353	2,500	5,500	3,000	3,000		45.5%
1159 AD-PROFESSIONAL FEES	691	1,041	5,000	3,959	3,959		20.8%
ADMINISTRATION :- Indirect Expenditure	<b>13,631</b>	<b>75,192</b>	<b>188,589</b>	<b>113,397</b>	<b>0</b>	<b>113,397</b>	<b>39.9%</b>
<b>Net Income over Expenditure</b>	<b>(9,067)</b>	<b>318,470</b>	<b>569,455</b>	<b>250,985</b>			
<b>102 ALLOTMENTS</b>							
1281 INCOME-ALLOT RENT	0	2,403	2,400	(3)			100.1%
ALLOTMENTS :- Income	<b>0</b>	<b>2,403</b>	<b>2,400</b>	<b>(3)</b>			<b>100.1%</b>
1213 AL-RENTS	0	0	1,435	1,435	1,435		0.0%
1220 AL-MISCELLANEOUS	0	40	43	3	3		94.2%
ALLOTMENTS :- Indirect Expenditure	<b>0</b>	<b>40</b>	<b>1,478</b>	<b>1,438</b>	<b>0</b>	<b>1,438</b>	<b>2.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>2,363</b>	<b>922</b>	<b>(1,441)</b>			
<b>103 CEMETERIES</b>							
1382 INCOME-CEM RESERVED PLOT	0	3,575	0	(3,575)			0.0%
1383 INCOME-CEM MEMORIAL PLAQUES	0	850	360	(490)			236.1%
1384 INCOME-CEMETERY FEES	1,172	16,592	58,000	41,408			28.6%
1390 INCOME-MEMORIAL BENCHES	0	558	500	(58)			111.7%
CEMETERIES :- Income	<b>1,172</b>	<b>21,575</b>	<b>58,860</b>	<b>37,285</b>			<b>36.7%</b>
1301 CEM-WAGES	4,795	17,826	77,975	60,149	60,149		22.9%

10:00

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1302 CEM-EMPLOYERS NI	420	1,401	6,953	5,552		5,552	20.2%
1303 CEM-EMPLOYERS PENS	935	4,114	14,679	10,565		10,565	28.0%
1304 CEM-COUNCIL TAX	539	2,694	5,418	2,724		2,724	49.7%
1307 CEM-CLOTHING	91	91	375	284		284	24.2%
1311 CEM-RATES	167	836	1,596	760		760	52.4%
1312 CEM-WATER	78	390	2,000	1,610		1,610	19.5%
1314 CEM-ELECTRICITY	72	511	1,500	989		989	34.0%
1316 CEM-CLEANING	0	33	100	67		67	33.0%
1320 CEM-MISCELLANEOUS	0	0	20	20		20	0.0%
1321 CEM-TELEPHONE/FAX	28	140	356	216		216	39.4%
1336 CEM-BUILDINGS	0	85	850	765		765	10.0%
1337 CEM-PLANT & EQUIP	0	29	500	471		471	5.8%
1338 CEM-TOOLS	0	(2)	200	202		202	(0.8%)
1339 CEM-EQUIP REPAIRS	806	1,038	3,500	2,462		2,462	29.7%
1340 CEM-GROUNDS MAINTNCE	368	901	3,000	2,099		2,099	30.0%
1342 CEM-EQUIPMENT FUEL	217	1,069	3,000	1,931		1,931	35.6%
1343 CEM-VEHICLE MAINTNCE	534	737	3,500	2,763		2,763	21.0%
1344 CEM-VEHICLE FUEL	0	184	500	316		316	36.9%
1345 CEM-VEHICLE TAX/INS	0	210	680	470		470	30.9%
1346 CEM-HORTICULTURE	225	(334)	1,320	1,654		1,654	(25.3%)
1347 CEM-HEALTH & SAFETY	0	45	100	55		55	44.6%
1349 CEM - PLAQUES	106	468	300	(168)		(168)	156.1%
1359 CEM-PROFESSIONAL FEE	0	0	637	637		637	0.0%
1361 CEM-MAJOR SCHEMES	0	5,984	2,500	(3,484)		(3,484)	239.4%
1362 CEM-TRADE WASTE	0	1,883	1,911	28		28	98.6%
1363 CEM- LOAN REPAYMENT	0	13,036	26,073	13,037		13,037	50.0%
1364 CEM-MEMORIAL BENCHES	0	856	500	(356)		(356)	171.2%
<b>CEMETERIES :- Indirect Expenditure</b>	<b>9,381</b>	<b>54,228</b>	<b>160,043</b>	<b>105,815</b>	<b>0</b>	<b>105,815</b>	<b>33.9%</b>
<b>Net Income over Expenditure</b>	<b>(8,209)</b>	<b>(32,653)</b>	<b>(101,183)</b>	<b>(68,530)</b>			
6000 plus Transfer from EMR	0	5,984					
<b>Movement to/(from) Gen Reserve</b>	<b>(8,209)</b>	<b>(26,668)</b>					
<b>104 PARKS</b>							
1483 INCOME-PK GROUND FEE	0	1,479	1,700	222			87.0%
1486 INCOME-PK SLAND RD BUNG RENT	308	1,540	3,528	1,988			43.7%
1489 INCOME-PK MISC	0	148	0	(148)			0.0%
<b>PARKS :- Income</b>	<b>308</b>	<b>3,166</b>	<b>5,228</b>	<b>2,062</b>			<b>60.6%</b>
1401 PK-WAGES	13,469	58,594	130,382	71,788		71,788	44.9%
1402 PK-EMPLOYERS NI	863	4,008	9,915	5,907		5,907	40.4%

10:00

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1403 PK-EMPLOYERS PENSION	2,292	9,580	19,909	10,329		10,329	48.1%
1407 PK-CLOTHING	98	98	390	292		292	25.2%
1411 PK-RATES	75	374	753	380		380	49.6%
1413 PK-RENTS	0	410	410	0		0	100.0%
1414 PK-ELECTRICITY	180	1,168	2,300	1,132		1,132	50.8%
1416 PK-CLEANING	0	0	100	100		100	0.0%
1420 PK-MISCELLANEOUS	0	680	20	(660)		(660)	3400.0%
1421 PK-TELEPHONE/FAX	28	144	348	204		204	41.2%
1436 PK-BUILDINGS	0	(417)	2,000	2,417		2,417	(20.9%)
1437 PK-PLANT & EQUIPMENT	0	0	500	500		500	0.0%
1438 PK-TOOLS	0	0	100	100		100	0.0%
1439 PK-EQUIP REPAIRS	0	202	1,500	1,298		1,298	13.4%
1440 PK-GROUNDS MAINT	0	267	2,000	1,733		1,733	13.3%
1442 PK-EQUIPMENT FUEL	0	282	510	228		228	55.3%
1446 PK-HORTICULTURE	798	798	1,578	781		781	50.5%
1447 PK-HEALTH & SAFETY	0	16	250	234		234	6.4%
1448 PK-PLAY EQUIPMENT	0	0	100,000	100,000		100,000	0.0%
1459 PK-PROFESSIONAL FEES	0	376	3,000	2,624		2,624	12.5%
<b>PARKS :- Indirect Expenditure</b>	<b>17,803</b>	<b>76,578</b>	<b>275,965</b>	<b>199,387</b>	<b>0</b>	<b>199,387</b>	<b>27.7%</b>
<b>Net Income over Expenditure</b>	<b>(17,495)</b>	<b>(73,412)</b>	<b>(270,737)</b>	<b>(197,325)</b>			
<b>106 S.W.C.</b>							
1682 INCOME-SWC LETTINGS	1,840	21,773	34,350	12,577			63.4%
1688 INCOME-SWC CATERING	0	0	50	50			0.0%
1689 INCOME-SWC MISC	130	130	0	(130)			0.0%
<b>S.W.C. :- Income</b>	<b>1,970</b>	<b>21,903</b>	<b>34,400</b>	<b>12,497</b>			<b>63.7%</b>
1601 SWC-WAGES	3,147	13,509	34,472	20,963		20,963	39.2%
1602 SWC-EMPLOYERS NI	193	852	2,184	1,332		1,332	39.0%
1603 SWC EMPLOYERS PENSION	444	1,953	4,710	2,757		2,757	41.5%
1604 SWC-COUNCIL TAX	359	1,798	3,595	1,797		1,797	50.0%
1607 SWC-CLOTHING	0	0	60	60		60	0.0%
1611 SWC-RATES	736	3,680	7,692	4,012		4,012	47.8%
1612 SWC-WATER	88	388	2,000	1,612		1,612	19.4%
1614 SWC-ELECTRICITY	278	3,300	7,150	3,850		3,850	46.2%
1615 SWC-GAS	310	3,719	6,600	2,881		2,881	56.4%
1616 SWC-CLEANING	82	685	1,050	365		365	65.2%
1621 SWC-TELEPHONE/FAX	106	106	0	(106)		(106)	0.0%
1636 SWC-BUILDINGS	648	5,619	11,400	5,781		5,781	49.3%
1637 SWC-PLANT & EQUIP	36	174	350	176		176	49.7%

10:00

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1638 SWC-TOOLS	0	0	50	50		50	0.0%
1639 SWC-EQUIP REPAIRS	0	0	200	200		200	0.0%
1647 SWC-HEALTH & SAFETY	0	56	500	444		444	11.2%
1649 SWC-CATERING	0	44	75	31		31	59.2%
1659 SWC-PROFESSIONAL FEE	0	0	1,000	1,000		1,000	0.0%
1663 SWC-TRADE WASTE	155	465	1,557	1,092		1,092	29.9%
<b>S.W.C. :- Indirect Expenditure</b>	<b>6,582</b>	<b>36,348</b>	<b>84,645</b>	<b>48,297</b>	<b>0</b>	<b>48,297</b>	<b>42.9%</b>
<b>Net Income over Expenditure</b>	<b>(4,612)</b>	<b>(14,445)</b>	<b>(50,245)</b>	<b>(35,800)</b>			
<b>107 GENERAL PURPOSES</b>							
1778 INCOME-GP EVENTS	0	42	0	(42)			0.0%
1789 INCOME-GP MISC	(130)	0	0	0			0.0%
1790 INCOME-GP DOG BAGS	123	676	1,600	924			42.3%
1799 INCOME-POPPY WREATHS	133	278	185	(93)			150.0%
<b>GENERAL PURPOSES :- Income</b>	<b>126</b>	<b>996</b>	<b>1,785</b>	<b>789</b>			<b>55.8%</b>
1710 GP-ROOM FEES	25	176	450	274		274	39.2%
1719 GP-CHAIR'S ALLOWANCE	0	1	2,071	2,070		2,070	0.0%
1720 GP-MISCELLANEOUS	0	0	50	50		50	0.0%
1724 GP-SUBSCRIPTIONS	0	1,861	3,628	1,767		1,767	51.3%
1725 GP- MEMBERS TRAVEL & SUBS	0	0	(451)	(451)		(451)	0.0%
1726 GP-MEMBERS PARTICIPATION ALLOW	0	5,147	6,863	1,716		1,716	75.0%
1727 GP-OFFICER TRAVEL & SUBS	0	0	600	600		600	0.0%
1729 GP-CONF/TRAINING	0	445	5,000	4,555		4,555	8.9%
1732 GP-PUBLICITY	0	400	450	50		50	88.9%
1733 GP-ACTIVITIES & EVENTS	114	4,874	11,500	6,626		6,626	42.4%
1757 GP-AUDIT	0	(1,680)	5,450	7,130		7,130	(30.8%)
1758 GP-ELECTION	0	0	2,000	2,000		2,000	0.0%
1759 GP-PROFESSIONAL FEES	0	2,582	3,397	815		815	76.0%
1760 GP-DOG BAGS	0	0	1,600	1,600		1,600	0.0%
1761 GP-POPPY WREATHS	0	0	185	185		185	0.0%
<b>GENERAL PURPOSES :- Indirect Expenditure</b>	<b>139</b>	<b>13,806</b>	<b>42,793</b>	<b>28,987</b>	<b>0</b>	<b>28,987</b>	<b>32.3%</b>
<b>Net Income over Expenditure</b>	<b>(14)</b>	<b>(12,811)</b>	<b>(41,008)</b>	<b>(28,197)</b>			
<b>108 GRANTS</b>							
1863 OTHER GRANTS	800	4,595	22,500	17,905		17,905	20.4%
1864 WELFARE PARK GRANTS	0	0	86,435	86,435		86,435	0.0%
<b>GRANTS :- Indirect Expenditure</b>	<b>800</b>	<b>4,595</b>	<b>108,935</b>	<b>104,340</b>	<b>0</b>	<b>104,340</b>	<b>4.2%</b>
<b>Net Expenditure</b>	<b>(800)</b>	<b>(4,595)</b>	<b>(108,935)</b>	<b>(104,340)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>109 CAPITAL PURCHASES</b>							
1963 CP-CAPITAL PURCHASES	0	0	55,590	55,590		55,590	0.0%
1964 MAJOR SCHEMES	0	0	5,000	5,000		5,000	0.0%
CAPITAL PURCHASES :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>60,590</b>	<b>60,590</b>	<b>0</b>	<b>60,590</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(60,590)</b>	<b>(60,590)</b>			
<b>110 BAR</b>							
11045 BAR LICENCES	0	180	180	0		0	100.0%
BAR :- Indirect Expenditure	<b>0</b>	<b>180</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(180)</b>	<b>(180)</b>	<b>0</b>			
<b>112 WINTER WARM HUBS</b>							
11264 WINTER HUB EXPENDITURE	0	0	1,500	1,500		1,500	0.0%
WINTER WARM HUBS :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
<b>113 FLOWER &amp; VEGETABLE SHOW</b>							
11377 INCOME-FLOWER&VEG DONATIONS	0	0	850	850			0.0%
FLOWER & VEGETABLE SHOW :- Income	<b>0</b>	<b>0</b>	<b>850</b>	<b>850</b>			<b>0.0%</b>
11350 EXPEND. FLOWER&VEG SHOW	0	0	500	500		500	0.0%
11351 EXPEND.FLOWER&VEG FEES	0	0	350	350		350	0.0%
FLOWER & VEGETABLE SHOW :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>850</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Grand Totals:- Income	<b>8,139</b>	<b>443,705</b>	<b>861,567</b>	<b>417,862</b>			<b>51.5%</b>
Expenditure	<b>48,337</b>	<b>260,968</b>	<b>925,568</b>	<b>664,600</b>	<b>0</b>	<b>664,600</b>	<b>28.2%</b>
<b>Net Income over Expenditure</b>	<b>(40,197)</b>	<b>182,737</b>	<b>(64,001)</b>	<b>(246,738)</b>			
plus Transfer from EMR	<b>0</b>	<b>5,984</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(40,197)</b>	<b>188,721</b>					

**Cash Withdrawals & Debit Card Transactions:**

06/09/2024 – MER – Charge Works Van - CJ – £14.70

17/09/2024 – MER – Charge Works Van – CJ - £13.92

24/09/2024 – WEL Medical – AED Pads – CJ - £71.94

**TOTAL £100.56**

**Horde Parish Council Invoices for Payment September 2024**

<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Amazon	05.09.24	Intumescent Door Strips	£20.29	BACS
Amazon	21.08.24	Bar Keepers Friend Spray	£10.22	CREDIT RCVD
Amazon	13.09.24	CREDIT Bar Keepers Friend Spray	-£10.22	N/A
Amazon	24.09.24	6 x Chemical Warning Signs	£3.56	BACS
Amazon	25.09.24	5 x Glow in the Dark Fire Action Signs	£6.99	BACS
Banner	24.09.24	Stationery	£45.39	BACS
Corona	04.09.24	Memorial Park Electricity 01/08/2024 - 31/08/2024	£29.98	D/D
Corona	04.09.24	Sunderland Road Pavilion Electricity 01/08/2024 - 31/08/2024	£131.11	D/D
Culligan (was Waterlogic)	16.09.24	Water Cooler Rental & Service - September 2024	£43.32	D/D
Octopus Energy Limited	23.09.24	Cemetery Lodge Gas & Electricity 27/08/2024 - 22/09/2024	£29.53	BACS
Octopus Energy Limited	23.09.24	Welfare House Gas & Electricity 27/08/2024 - 22/09/2024	£30.19	BACS
Select Telecom Limited	31.08.24	Admin Phone Lines/Calls/Internet - September 2024	£121.66	D/D
Siemens Financial Services	14.09.24	Photocopier Lease 14/10/2024-13/01/2025	£178.56	D/D
SLCC Enterprises Ltd	09.09.24	National Conference - SS	£718.00	BACS
SLCC Enterprises Ltd	09.09.24	Credit Adjustment National Conference - SS	-£36.00	CREDIT
TJ's Heating & Home Improvements	13.09.24	Repair Men's Toilets/Kitchen Waste Pipes/Entrance Radiator - SWC	£180.00	BACS
TJ's Heating & Home Improvements	14.09.24	Repair Ladies Toilets - SWC	£185.00	BACS
Vodafone	20.09.24	Mobile Phones	£69.05	D/D
Wex	23.09.24	Equipment Fuel - Cemetery	£146.54	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	05.09.24	Wages Week 22	£5,157.87	BACS
Co-op Bank	12.09.24	Wages Week 23	£5,107.84	BACS
Co-op Bank	19.09.24	Wages Week 24	£5,107.24	BACS
Co-op Bank	26.09.24	Wages Week 25	£5,108.24	BACS
Wave	11.09.24	Cemetery Water 11/06/2024 - 10/09/2024 (£35.00 pcm)	£255.86	D/D
		<b>Horde Parish Council SEPTEMBER 2024 TOTAL</b>	<b>£22,640.22</b>	

# Annual Governance and Accountability Return 2023/24 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		✓
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

Horde n Parish Council

<https://horden-pc-gov.uk>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and Investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

10/05/2024

Name of person who carried out the internal audit

Stephen Ragg

Signature of person who carried out the internal audit



Date

10/05/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Horde n Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

06/06/2024

and recorded as minute reference:

HPC24/25/052

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://horden-pc.gov.uk/>

## Section 2 – Accounting Statements 2023/24 for

### Horden Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	543,404	565,425	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	523,651	631,309	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	270,026	272,643	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	400,759	374,246	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	26,072	26,072	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	344,825	239,145	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	565,425	829,914	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	578,210	843,775	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	786,810	786,504	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	423,538	409,479	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or Income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

30/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

06/06/2024

as recorded in minute reference:

HPC24/25/053

Signed by Chair of the meeting where the Accounting Statements were approved





## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

**Hornden Parish Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable.

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

Not applicable.

External Auditor Name

**Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Forvis Mazars LLP*

Date

**18 September 2024**

## **Disposal of Assets**

### **Background**

1.1 The Council own a number of assets that have fallen into disrepair or become obsolete over a long period of time that have not been disposed in a timely fashion and are taking up space.

1.2 Officers have sought to dispose of the assets and identified the following assets to be disposed:

John Deere X740 Ultimate Ride on Mower  
Hayler Ambassador Cylinder Mower  
Hayler Condor Cylinder Mower  
Ransomes 51 Superbowl Cylinder Mower

### **Recommendation**

Council approves the disposal of assets listed above.

Colin Jackson  
Deputy Clerk  
September 2024

**HORDEN PARISH COUNCIL**  
**Remembrance Sunday Procedure**  
**Sunday 10th November 2024**

**1 Parade Formation**

Parade will form up at **10:30am** outside Horden Social Welfare Centre as directed by the Parade Marshall in the following order:

1. Deputy Lieutenant (on site).
2. Standard Bearers and Bugler
3. Horden Parish Council
4. Serving Military Forces.
5. TA/Reserves
6. East Durham Veterans
7. Royal British Legion
8. Durham Light Infantry Association.
9. The Light Dragoons
10. Other Representatives of Forces Associations
11. Horden Army Cadet Force
12. Salvation Army
13. Horden Girl Guides
14. Durham Constabulary
15. Durham County Council
16. Horden Victory Church
17. Horden Welfare Community Football Club
18. Peterlee and Horden Rugby Club
19. Yohden Primary School
20. Creative Youth Opportunities
21. Horden Comrades Club
22. Horden Victory Club
23. Horden Labour Party
24. Horden Together
25. Horden Residents Association
26. Horden Banner Committee
27. Durham Deafened Support
28. Langley House
29. Members of the Public

Parade will leave Social Welfare Centre at **10.40am**, turn right to Seventh Street, right to South Terrace, left to Sunderland Road and proceed to Memorial Park.

Parade Marshal brings parade to a halt and fall outside traffic lights/Main gate of Memorial Park (at the junction of Yoden Way).

### **Cenotaph Service / Act of Remembrance**

- Parade Marshall shall bring the parade to attention and then stand at ease. **10.58am**
- Then Fr Kyle McNeil – short prayer

“Let us remember before God,  
and to commend to his sure keeping  
those who have died for their country in war;  
those whom we knew, and whose memory we treasure,  
and all who have lived and died  
in the service of mankind”

then follows the extract from the Lawrence Binyon poem “The Fallen”;

“They shall grow not old as we that are left grow old;  
Age shall not weary them, nor the years condemn.  
At the going down of the sun and in the morning  
We will remember them.”

And all repeat;

“We will remember them”.

- The Parade Marshall then brings the parade to attention.
- The **Last Post** is sounded. **BUGLER**
- Here follows **The Two Minutes Silence**.
- **The Reveille** is sounded. **BUGLER**
- Father McNeil will then recite the ‘Kohima Epitaph’;

"When you go home, tell them of us and say, for your tomorrow, we gave our today".

- The Parade Marshall stands the parade at ease.

### **Laying of wreaths:**

1. Deputy Lieutenant (On site)
2. Standard Bearers and Bugler
3. Horden Parish Council
4. Serving Military Forces.
5. TA/Reserves
6. East Durham Veterans
7. Royal British Legion
8. Durham Light Infantry Association.
9. The Light Dragoons.
10. Other Representatives of Forces Associations
11. Horden Army Cadet Force
12. Salvation Army
13. Horden Girl Guides
14. Durham Constabulary
15. Durham County Council
16. Horden Victory Church
17. Horden Welfare Community Football Club
18. Peterlee and Horden Rugby Club
19. Yohden Primary School
20. Creative Youth Opportunities
21. Horden Comrades Club
22. Horden Victory Club
23. Horden Labour Party
24. Horden Together
25. Horden Residents Association
26. Horden Banner Committee
27. Durham Deafened Support
28. Langley House
29. Members of the public

- The Parade Marshall brings the parade to attention.
- National Anthem
- Parade reforms on Blackhills Terrace.
- Parade proceeds down Blackhills Terrace to St. Mary's Church
- Parade ends.
- Church Service.

### **Recommendation**

Council members to approve the Remembrance Day procedure for 2024

**From:**

**Sent:** 19 September 2024 16:25

**To:** Admin - Horden Parish Council <[admin@horden-pc.gov.uk](mailto:admin@horden-pc.gov.uk)>

**Subject:**

hi i asked about the house in horden cemetery was up for sale would it be available for a long term let instead im a 58yo single lady with 1 indoor cat none smoker or drinker i just want a quiet life and where i am now is not giving me that

Thank you

TO WHOM IT MAY CONCERN

I am writing to ask permission to take the Loden Banner to display in Durham cathedral from 21<sup>st</sup> OCTOBER to 8<sup>th</sup> November, where an Exhibition of Banners is being held to celebrate the Durham Coalfield and the communities. Great care will be taken with it, and it is covered by the Cathedral insurance, while in the Exhibition. It will be picked up in the Morning of 21<sup>st</sup> October, and returned during the Day of 8<sup>th</sup> November. I hope that this will meet with your approval.

Yours sincerely,  
Ronald Wardell.



**From:** Clerk - Horden Parish Council <[clerk@horden-pc.gov.uk](mailto:clerk@horden-pc.gov.uk)>  
**Sent:** Monday, September 9, 2024 9:14:26 AM  
**To:** Cllr June Clark <[June.Clark@durham.gov.uk](mailto:June.Clark@durham.gov.uk)>; Cllr Ian McLean <[Ian.McLean@durham.gov.uk](mailto:Ian.McLean@durham.gov.uk)>  
**Subject:** [EXTERNAL]:County Councillor Reports

Dear Ian & June

At the Council meeting on Thursday 5<sup>th</sup> September, the Council resolved to request County Councillor reports to future parish council meetings.

The Parish Council would appreciate a written report to be circulated with the agenda and if possible attendance at the meetings from one/both of you to respond to any questions.

Future meetings and report deadlines are as follows:

Meeting	Report Deadline
Thursday 3 October 2024	Thursday 26 September 2024
Thursday 7 November 2024	Thursday 31 October 2024
Thursday 5 December 2024	Thursday 28 November 2024
Thursday 9 January 2025	Thursday 2 January 2025
Thursday 6 February 2025	Thursday 30 January 2025
Thursday 6 March 2025	Thursday 27 February 2025
Thursday 3 April 2025	Thursday 27 March 2025

I would be grateful if you could confirm whether you are willing to provide reports and attend Parish Council meetings.

Kind regards

Sam

**From:** Cllr June Clark <[June.Clark@durham.gov.uk](mailto:June.Clark@durham.gov.uk)>  
**Sent:** Monday, September 9, 2024 10:06 AM  
**To:** Clerk - Horden Parish Council <[clerk@horden-pc.gov.uk](mailto:clerk@horden-pc.gov.uk)>; [ian.mclean@durham.gov.uk](mailto:ian.mclean@durham.gov.uk)  
**Subject:** Re: [EXTERNAL]:County Councillor Reports

Good morning Sam

While I'm not averse to attending the meetings when diary commitments allow I won't be compiling a written report in advance.

Most issues which affect the residents or information from DCC comes out in various forms already and HPC has direct links and updates from offers involved in schemes which directly affect the village are much more effective.

The recent visit by the Masterplan Team is an example.

I'll be in touch when I've spoken with Cllr McLean and looked at our diaries.

Best regards

Cllr Clark

**From:** Clerk - Horden Parish Council <[clerk@horden-pc.gov.uk](mailto:clerk@horden-pc.gov.uk)>  
**Sent:** Friday, September 13, 2024 11:00:10 AM  
**To:** Cllr June Clark <[June.Clark@durham.gov.uk](mailto:June.Clark@durham.gov.uk)>

**Cc:** Deputy - Horden Parish Council <[deputy@horden-pc.gov.uk](mailto:deputy@horden-pc.gov.uk)>

**Subject:** RE: [EXTERNAL]:County Councillor Reports

Hi June

As you are aware, I have had a response form Councillor McLean.

If you wish to attend any of the meetings to give any verbal update, can you let me know by the report deadline dates so that I can place an item on the relevant agenda.

Many thanks.

Kind regards

Sam

**From:** Cllr June Clark <[June.Clark@durham.gov.uk](mailto:June.Clark@durham.gov.uk)>

**Sent:** 13 September 2024 12:37

**To:** Clerk - Horden Parish Council <[clerk@horden-pc.gov.uk](mailto:clerk@horden-pc.gov.uk)>

**Cc:** Deputy - Horden Parish Council <[deputy@horden-pc.gov.uk](mailto:deputy@horden-pc.gov.uk)>

**Subject:** Re: [EXTERNAL]:County Councillor Reports

Good afternoon Sam

I won't be attending the meeting to give a verbals report as that is superfluous for the reasons I've already mentioned

I would attend rather for the members benefit of their sharing or asking supplementary questions.

I'll let you know when I can attend

Best regards

Cllr Clark

**From:** Cllr Ian McLean <[Ian.McLean@durham.gov.uk](mailto:Ian.McLean@durham.gov.uk)>

**Sent:** 09 September 2024 16:04

**To:** Clerk - Horden Parish Council <[clerk@horden-pc.gov.uk](mailto:clerk@horden-pc.gov.uk)>; Cllr June Clark <[June.Clark@durham.gov.uk](mailto:June.Clark@durham.gov.uk)>

**Subject:** Written report and attendance at Parish meetings.

Good afternoon,

I have no plans to attend the Parish meetings in the future and will not be providing a written report to the Parish.

Any questions that councillors may have for me can be directed to my email, via a phone call, or even face to face meetings. I am sure these lines of communication will suffice.

Alternatively, June and I hold a surgery in the Hub House, Seventh Street, Horden, on the first Wednesday of every month at 0930-1030 hours (no appointment necessary).

I hope this helps.

Regards,

Ian Mclean



This information sheet provides guidance on the current laws for e-scooters in the UK

# PARENT'S GUIDE TO ELECTRIC SCOOTER (E-SCOOTERS)



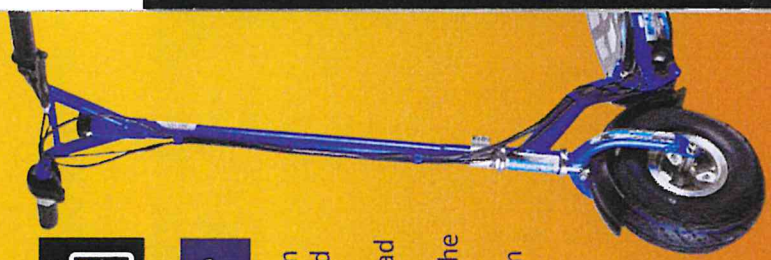
## WHAT ARE E-SCOOTERS?

- E-Scooters are classed as "powered transporters". This term covers a variety of personal transport devices which are powered by a Motor.
  - You can legally buy an e-scooter but **cannot ride it** on a public road, cycle lane or pavement.
- ONLY PRIVATE LAND**

**THEY ARE NOT TOYS!**

## DID YOU KNOW?

- E-Scooters are illegal for use in any public space unless rented as part of a government trial
- Riding an e-scooter on the road is against the law as per the Road Traffic Act of 1988 and the Highway Act of 1835
- E-scooters are prohibited from being used on cycle tracks, cycle lanes or other spaces dedicated to pedal cycle use.
- Privately owned e-scooter can only be ridden on private land.



## WHAT CAN YOU EXPECT POLICE TO DO IF THEY STOP ANYONE RIDING AN E-SCOOTER ON A PUBLIC ROAD?

- Section 59 of the Police Reform Act allows police to issue you with a warning if a vehicle is being used in a manner which may cause alarm, harassment, distress or annoyance.
- The police may ask you to take your scooter home or they may seize it from you because they are classed as illegal vehicles on public roads
- You could be reported to court for driving without any insurance or having an appropriate licence to ride them or other traffic offences

## CAN I BE PROSECUTED FOR USING A POWERED TRANSPORTER?

- Any person who use a powered transporter on a public road or other prohibited space is in breach of the law, committing a criminal offence and can be prosecuted.
- If you use an e-scooter illegally, you could face a fine and penalty points on your licence and the e-scooter can be seized
- Those who use powered transporters dangerously or under the influence of drink or drugs can also be convicted of offences leading to imprisonment.
- Offences relating to the standard of driving and speeding also apply



## ARE E-SCOOTERS SAFE TO RIDE ON PUBLIC ROADS?

- E-scooters can be very dangerous and are not designed for use on public roads
- They have no suspension meaning even a minor defect in the road could cause the rider to fall off the scooter
- E-scooter consist of a thin piece of metal between two small tyres with the user being inches from the road surface. This can result in a significant risk of traumatic injury on the road
- E-scooters are not designed to carry more than one person
- E-scooters are small, quiet and quick, meaning they present safety challenges when being ridden on busy public roads
- E-scooters can be dangerous when used in parks or on public footpaths as they can cause significant risk of injury to pedestrians

## E-SCOOTER TRIALS

The government began trials of e-scooters in the UK from July 2020. Trials are for approved rental e-scooters only. Maximum speeds are set at 15.5mph and those taking part in the trials will have to have a driving licence and insurance to be able to legally ride rental e-scooters.

**HORDEN PARISH COUNCIL**

**Dogs in Buildings Policy**

**1. Background**

- 1.1 The Council requested a formalisation of a policy in respect of dogs being allowed into the Social Welfare Centre.
- 1.2 After undertaking research, a number of considerations exist which would influence the formation of a policy, which are shown below from the perspective of a workplace, although the same would apply as the operator of a building.
- 1.3 **Personal injury:** Business owners would be deemed liable if a dog or any other animal that has been allowed into the workplace causes injury to any other person on site, be that another employee, a customer, or even a visiting supplier.
- 1.4 **Property damage:** In our own homes, we know that pets can cause damage to our belongings, our furniture, and our carpets. The workplace is no different but add into that mix often highly expensive IT equipment and other people's personal property, and you may well have a recipe for disaster.
- 1.5 **Assistance Dogs:** Assistance/Guide dog owners have important rights under the 2010 Equality Act, which allows people with disabilities to have the same rights as everyone else to use services. Assistance dogs undergo a strict training regime and are usually insured and indemnified.
- 1.6 A simple policy has therefore been drafted to exclude all dogs other than assistance dogs.
- 1.7 A small number of people currently visit with their dogs to purchase dog bags. It is suggested, and staff have been consulted, that when a person with a dog visits to buy dog bags, staff will take the bags to the front door.

**2. Recommendation**

Council is recommended to review draft policy for adoption.

**Samantha Shippen,  
Clerk to the Council  
September 2024**

## **HORDEN PARISH COUNCIL**

### **Dogs in Buildings Policy**

Horden Parish Council recognises that Dogs are important pets for many people.

There is no specific legislation relating to the bringing of dogs into buildings. The Social Welfare Centre is also a workplace, the Health and Safety at Work etc. Act does require an employer to ensure the safety, health and welfare, so far as is reasonably practicable, of its personnel and others.

Dogs tend to get nervous being in new environments with different people, smells, and other dogs. This can cause them to behave completely out of character, even if their owner believes them to be well-behaved in general. As such the likelihood of dogs biting, howling, or running around is vastly increased, as is the risk of the dogs causing personal injury. Any accidents in the building could lead to a lawsuit.

Assistance/Guide dog owners have important rights under the 2010 Equality Act, which allows people with disabilities to have the same rights as everyone else to use services. Assistance dogs undergo a strict training regime and are usually insured and indemnified.

As a general principle, the Council does not support the bringing of dogs into the Social Welfare Centre other than Assistance Dogs.

Where assistance dogs are brought into the building, the owner shall be wholly responsible for any damage caused by their dog and is advised to hold suitable insurance to indemnify Horden Parish Council against any claim.

**Approved by Council: DRAFT**

**HORDEN PARISH COUNCIL**

**Creative Youth Opportunities – Summer Trip Grant Request**

**1. Background**

- 1.1 Councillors were consulted by the Clerk to the Council in July on an informal request to fund a summer trip for Horden families organised by Creative Youth Opportunities. The Clerk advised CYO that the Council would consider a retrospective request.
- 1.2 CYO has now requested a donation to cover costs initially met from CYO own funds.
- 1.3 CYO has reported that in 2023 they were really grateful for the funding that enabled them to take children and young people along with their families to LightWater Valley. The feedback was amazing and for some it was the only time they did anything outside of Horden, for some it was the first 'day out' they had as a family.
- 1.4 This year they wanted to give the same kind of opportunity. The 2023 trip cost in total £3100, this was part funded by the parish council but CYO felt that this was a lot to raise and therefore set about finding some more cost effective options.
- 1.5 Using Whitestar Travel they were able to secure a 87 seater coach, they then negotiated a deal with Holmeside Park for group entry.
- 1.6 They managed to secure a trip for 75 people (ended up taking 76) all from Horden youth group and their families on Sunday 1st September costing a total of £ 1426 - £750 for the coach and £675 for entry. £18.76 pp)
- 1.7 CYO has indicated they would be extremely grateful of any funding the parish could provide to cover this cost.
- 1.8 They have also forwarded pictures from the trip which will be available at the meeting.

**2. Recommendation**

Council is recommended to agree a grant donation to Creative Youth Opportunities of up to £1,426.

**Samantha Shippen,  
Clerk to the Council  
September 2024**

Contact: Michael Kelleher  
Direct Tel: 03000 264419  
email: [hordenmasterplan@durham.gov.uk](mailto:hordenmasterplan@durham.gov.uk)  
Your ref: Horden Masterplan  
Our ref: Horden Masterplan



Councillor Frank Leadbitter  
Chairman  
Horden Parish Council  
Horden Social Welfare Centre  
Seventh Street  
Horden  
Fetsrillc  
SR8 4LX

27 September 2024

Dear Frank,

I am writing to let you know that our application to the North East Combined Authority's Brownfield Housing Fund has been successful and we will receive almost £4.5 million to support the regeneration of Horden.

The funding is in addition to the £6.2 million that Durham County Council has already invested and will be used to support the regeneration of the village's Numbered Streets. The total £10.7 million of funding will support the delivery of the Horden Masterplan, which we have developed in partnership with the community. This will see a range of new houses and bungalows built, with others refurbished, as well as improved walking and cycling routes to Peterlee town centre, Horden train station and the Durham Heritage Coast. We are also exploring options to create a new care facility, shops and business space.

We are already working closely with the owners of properties in Third Street to negotiate the purchase of their properties as part of the initial acquisition phase.

This added funding means we can extend the scope of our work into Fifth Street, and potentially deliver more than 100 properties across Third, Fourth and Fifth Street, including some council housing that will be truly affordable.

The new homes will be built to high environmental standards, to improve energy efficiency and reduce carbon emissions, whilst keeping in character with the historic area. The funding will go towards land acquisition, demolition, site clearance and service diversion.

A comprehensive rehousing strategy has been developed for affected residents – both owner-occupiers and tenants – to identify suitable alternative accommodation where appropriate or to assist them to secure their own properties elsewhere.

Delivery of the first phase of the Horden Masterplan was approved by our Cabinet in January 2024 after receiving widespread support from the community during a public consultation. The aim is to transform the Numbered Streets by addressing the number of empty homes and private landlords and supporting those with housing needs.

It remains our ambition that what we are doing will unlock more regeneration activity within Horden and help us to attract outside investment into the community.

If you have any questions, please don't hesitate to contact me.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "M. Kelleher".

Michael Kelleher  
Head of Planning and Housing