

# Horden Parish Council

---

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

29<sup>th</sup> November 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 5<sup>th</sup> December 2024 at 6pm.

## **HORDEN PARISH COUNCIL ORDER OF BUSINESS** **Meeting to be held 5<sup>th</sup> December 2024**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of Interest** – to receive declarations of interest from Members on items of the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct.
3. **Minutes of the Horden Parish Council Meeting held 7 November 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. **Horden Mine Water Heat Update** – to receive presentation from Durham County Council and East Durham Trust.
6. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
7. **Damage and Incident Report(s) (enclosed)** – to consider report.
8. **Cemetery Burial and Income Report 28/10/24 – 24/11/24 (enclosed)** – to receive the information.
9. **Parish Council Financial:**
  - a) **Bank Balances** – to receive balances at 31/10/24.
  - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31/10/24.
  - c) **Cash Withdrawals and Debit Card Transactions (enclosed)** – to approve report.
  - d) **Bank Transfer(s)** – to approve any transfer(s).
  - e) **2025/26 Budget** – to receive an update.
10. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
11. **Notification of Asset Sale of Iveco Pick up for £1,000 +VAT** – to receive the information.
12. **Members/Officers Allowances** - To consider any claims for approval.
13. **Co-op Bank Correspondence** – to receive the information.
14. **Personnel Committee** – to approve any recommendations arising from the meeting held on 29<sup>th</sup> November 2024.
15. **Social Welfare Centre Booking Form** - to consider report and documentation.
16. **Horden 125<sup>th</sup> Anniversary** – to consider report from Working Group held on 28<sup>th</sup> November 2024 (to follow).
17. **Remote Attendance and Proxy Voting Consultation Draft Response** – to approve response.
18. **SWC Garage** – to consider report.
19. **Biodiversity and Non Designated Heritage Assets Supplementary Planning Documents Consultation** – to consider any response.

- 20. Royal Garden Party Nomination** – to consider any nomination.
- 21. North East Mayor Transport Consultation** – to consider any response.
- 22. NAC Youth Conference Invitation** – to consider attendance.



Samantha Shippen  
Clerk to the Council  
29<sup>th</sup> November 2024

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

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 7 November 2024**

- Present:** Councillor F Leadbitter (Chairman)  
 Councillors R Bagnall, T Baldasera, C Cain, B Gash, W Morrow, C Robson, D Tait, A Turner, J Ward and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
- HPC 24/25/130** **Apologies for Absence.**  
**RESOLVED:** That apologies be **RECEIVED** for Councillor P Laing and **APPROVED** for Councillors W Smith and F Winrow.
- HPC 24/25/131** **Declarations of Interest**  
 No declarations of Interest raised.
- HPC 24/25/132** **Minutes of the Horden Parish Council Meeting held 3 October 2024.**  
**RESOLVED:** Subject to the amendment of the invoices for payment section, minutes be confirmed as a true record and signed by the Chairman.
- HPC 24/25/133** **Public Participation.**  
 No public participation took place.
- HPC 24/25/134** **Register of Delegated Decisions.**  
 There were no delegated decisions to report.
- HPC 24/25/135** **Damage and Incident Reports.**  
**RESOLVED:** that Council **NOTE** the reports.
- HPC 24/25/136** **Cemetery Burial and Income Report 23 September to 27 October 2024.**  
**RESOLVED:** Council **NOTE** the information.
- HPC 24/25/137** **Parish Council Financial:**  
 a) **Bank Balances (Balance Sheet).**  
**RESOLVED:** Council **APPROVE** the Bank Balances and Balance Sheet to 30/9/2024 of £989,133.50.
- HPC 24/25/138** b) **Finance Report to 30/9/2024.**  
**RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report.
- HPC 24/25/139** c) **Cash Withdrawal(s) and Debit Card Transactions.**  
**RESOLVED:** Council **APPROVE** debit card transaction totalling £691.85
- HPC 24/25/140** d) **Petty Cash.**  
**RESOLVED:** Council **APPROVE** the petty cash report.
- HPC 24/25/141** e) **Bank Transfer(s).**  
 The Clerk requested that £50,000 to be transferred from the CCLA account to the Co-op Current account.  
**RESOLVED:** Council **APPROVE** transfer of funds.
- HPC 24/25/142** f) **Budget Workshop.**  
**RESOLVED:** Council **ADVISE** the Clerk to invite Councillors to two meetings on dates set by the Clerk.
- HPC 24/25/143** **Invoices for endorsement for payment.**  
**RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £65,938.23. Councillors F Leadbitter and W Morrow to authorise.
- HPC 24/25/144** **Finance Regulations.**  
**RESOLVED:** Council **APPROVE** the financial regulations subject to amendments agreed within the meeting.
- HPC 24/25/145** **Software Security and Backup Proposal.**  
**RESOLVED:** Council **APPROVE** the using the supplier Microshade for an initial 3 year contract.

- HPC  
24/25/146 **Members/Officers Allowances.**  
**RESOLVED:** No claims received.
- HPC  
24/25/147 **2024 NJC Pay Award.**  
**RESOLVED:** Council **APPROVE** the pay award and back pay to staff.
- HPC  
24/25/148 **Horden 125<sup>th</sup> Anniversary.**  
**RESOLVED:** Council **APPROVE** the proposals suggested by the Working Group.
- HPC  
24/25/149 **Safe Durham Partnership Prevent Venue Hire Guidance.**  
**RESOLVED:** Council **NOTE** the information and **ADVISE** the Clerk to update the venue hire process and provide a proposal to the Council.
- HPC  
24/25/150 **Burials Consultation.**  
**RESOLVED:** Council **NOTE** the information and **ADVISE** the Clerk to respond if she has the capacity to do so.
- HPC  
24/25/151 **NAC AGM Invitation.**  
**RESOLVED:** Council **AGREED** not to attend.
- HPC  
24/25/152 **Government Consultation on remote attendance and proxy voting.**  
**RESOLVED:** Council **ADVISE** the Clerk to draft a response for further consideration.
- HPC  
24/25/153 **Creative Youth Opportunities**  
**RESOLVED:** Council **APPROVE** to fund £1,426 for the summer trip and request more information on the funding given to Creative Youth Opportunities prior to any additional funding being awarded

*Meeting concluded at 8:00pm*



**Hornden Parish Council Invoices for Payment October 2024**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	08.10.24	CREDIT 5 x Glow in the Dark Fire Action Signs	-£6.99	CREDIT
Amazon	09.10.24	Rubber Cradle Swing Seat	£135.00	BACS
Amazon	15.10.24	Cleaning Materials - SWC	£89.77	BACS
Amazon	15.10.24	Blue Rolls - SWC	£21.00	BACS
Amazon	15.10.24	Bleach - SWC	£8.99	BACS
Amazon	22.10.24	CREDIT Bleach - SWC	-£8.99	CREDIT
Amazon	28.10.24	Cleaning Materials - SWC	£76.05	BACS
Banner	08.10.24	2 x Packs Blue Roll - Parks	£41.88	BACS
Banner	15.10.24	Toilet Rolls - SWC	£58.75	BACS
CN 24hour Locksmith - C Naylor	29.10.24	Repair Internal Latch & Mortice Lock - SWC	£40.00	BACS
Coast Road Karaoke & Disco	10.11.24	PA Hire 10/11/2024	£100.00	BACS
Co-operative Bank	01.10.24	BACS/FD Online Fees 01/09/2024 - 30/09/2024	£67.92	D/D
Co-operative Bank	01.11.24	BACS/FD Online Fees 01/10/2024 - 31/10/2024	£77.90	D/D
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/07/2024 - 31/07/2024 CREDIT	-£134.62	CREDIT
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/08/2024 - 31/08/2024 CREDIT	-£131.11	CREDIT
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/07/2024 - 31/07/2024 Recalculation	£103.75	D/D
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/08/2024 - 31/08/2024 Recalculation	£106.01	D/D
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/09/2024 - 30/09/2024	£134.41	D/D
Corona	09.10.24	Memorial Park Electricity 01/07/2024 - 31/07/2024 CREDIT	-£30.42	CREDIT
Corona	09.10.24	Memorial Park Electricity 01/08/2024 - 31/08/2024 CREDIT	-£29.98	CREDIT
Corona	09.10.24	Memorial Park Electricity 01/07/2024 - 31/07/2024 Recalculation	£37.23	D/D
Corona	09.10.24	Memorial Park Electricity 01/08/2024 - 31/08/2024 Recalculation	£29.98	D/D
Corona	09.10.24	Memorial Park Electricity 01/09/24 - 30/09/24	£30.42	D/D
Creative Youth Opportunities	29.07.24 Rcvd 14.10.24	Teddy Bears Picnic Activities	£980.00	BACS
Creative Youth Opportunities	30.10.24	Halloween Event	£1,220.00	BACS
Culligan (was Waterlogic)	15.10.24	Water Cooler Rental & Service - October 2024	£43.32	D/D
J J Dell & Co	04.11.24	Annual Rent Station Road Allotment Site 2023	£1,435.00	BACS
Document Solutions UK Limited	31.10.24	Photocopying Fees October 2024	£63.86	D/D
Eon Next	01.10.24	Gas SWC 02/09/2024 - 30/09/2024	£410.44	D/D
Eon Next	01.10.24	Electricity Cemetery 01/09/2024 - 30/09/2024	£40.83	D/D
Eon Next	04.11.24	Gas SWC 01/10/2024 - 03/11/2024	£826.06	D/D
Eon Next	04.11.24	Electricity Cemetery 01/10/2024 - 31/10/2024	£48.93	D/D
Go2 Electrical Services	16.10.24	Replace LED Light Unit and Remove Wall Mounted Monitor	£90.00	BACS
Horn's Garden Centre	10.10.24	Assorted Shrubs/Compost/Fertiliser/Fish Blood & Bone	£179.21	BACS
ITC Service Limited	31.10.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - November	£419.34	D/D
JRB Enterprise Ltd	07.10.24	Dog Bags	£1,920.00	BACS

Pat Lavery Limited	10.10.24	Puncture Repair - Kabota Ride On - Cemetery	£20.00	BACS
Pat Lavery Limited	14.10.24	Puncture Repair - John Deere Tractor - Cemetery	£20.00	BACS
Derek McKenzie UK Car and Commercials	17.10.24	Iveco Pick-Up NU20 OUC Purchase	£19,500.00	CHAPS
Octopus Energy Limited	23.10.24	Cemetery Lodge Gas & Electricity 23/09/24 - 21/10/24	£32.00	BACS
Octopus Energy Limited	23.10.24	Welfare House Gas & Electricity 23/09/24 - 21/10/24	£32.94	BACS
Royal British Legion	29.10.24	Poppy Wreaths	£375.50	313560
Salus NE Limited	05.11.24	First Aiders - Remembrance Parade	£144.00	BACS
Scottish Power	07.10.24	SWC Electricity 03/09/2024 - 07/10/2024	£507.36	D/D
Scottish Power	15.10.24	SWC Electricity 07/10/2024 - 15/10/2024	£284.90	D/D
Scottish Power	05.11.24	SWC Electricity 16/10/2024 - 05/11/2024	£379.61	D/D
Screwfix	16.10.24	Tyreweld and 4 x Ventilation Duct	£19.15	BACS
Screwfix	31.10.24	Safety Boots - RH	£32.99	BACS
Screwfix	31.10.24	Cable Ties	£10.02	BACS
Select Telecom Limited	30.09.24	Admin Phone Lines/Calls/Internet - October 24	£116.36	D/D
Shoreline Fire Limited	06.11.24	Bi-Annual Service Fire Alarm System/Emergency Lighting - SWC	£120.00	BACS
Shoreline Fire Limited	06.11.24	Bi-Annual Service Fire Alarm System/Emergency Lighting - Sunderland Road	£120.00	BACS
Shoreline Fire Limited	06.11.24	Annual Service Intruder Alarm - Memorial Park	£96.00	BACS
Vodafone	20.10.24	Mobile Phones	£67.40	D/D
Wex	07.10.24	Equipment Fuel and Iveco Pickup Fuel - Cem	£123.39	D/D
Wex	27.10.24	Vehicle Trackers	£11.98	D/D
Wex	04.11.24	Equipment Fuel - Cemetery	£123.42	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	03.10.24	Wages Week 26	£5,022.43	BACS
Co-op Bank	10.10.24	Wages Week 27	£5,035.08	BACS
Co-op Bank	17.10.24	Wages Week 28	£5,035.28	BACS
Co-op Bank	24.10.24	Wages Week 29	£4,807.18	BACS
Co-op Bank	31.10.24	Wages Week 30	£4,806.58	BACS
Durham County Council	29.10.24	Superannuation Weeks 27 - 30	£5,466.50	BACS
HMRC	29.10.24	PAYE Weeks 27 - 30	£4,819.92	BACS
Wave	13.10.24	SWC Water 13/07/2024 - 12/10/2024 (£88.00 pcm)	£314.30	D/D
		<b>Horden Parish Council OCTOBER 2024 TOTAL</b>	<b>£65,938.23</b>	

Thorpe Road Cemetery Report 28th October to 24th November 2024

<b>INTERMENT (inc. Ashes)</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
M22	ASHES	NO	£780.00
P33	FULL BURIAL	YES	£330.00
		<b>TOTAL</b>	<b>£1,110.00</b>

<b>PURCHASE OF PLOT - EXCLUSIVE RIGHT</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
G407	TRANSFER VIA LOA	YES	£85.00
G408	TRANSFER VIA ASSIGNMENT	YES	£33.00
		<b>TOTAL</b>	<b>£118.00</b>

<b>SUPPLY OF IMMOVABLE MEMORIAL</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
A707	NEW MEMORIAL	YES	£110.00
GARDEN C 44	INSCRIPTION	NO	£156.00
N116	INSCRIPTION	YES	£70.00
T10	NEW MEMORIAL	YES	£110.00
T13	NEW MEMORIAL	YES	£110.00
GARDEN C 6	INSCRIPTION	NO	£156.00
M104	INSCRIPTION	NO	£156.00
D335	REFIX	YES	£28.00
		<b>TOTAL</b>	<b>£896.00</b>

<b>MISCELLANEOUS</b>			<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>
		<b>TOTAL INCOME</b>	<b>£2,114.00</b>

Bank - Cash and Investment Reconciliation as at 31 October 2024

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/10/2024	Current Account	47,901.60
31/10/2024	Public Sector Reserve Account	285.44
31/10/2024	CCLA PUB. SECTOR	1,272,818.63
31/10/2024	BUSINESS SAVERS ACCOUNT	1,595.92

**1,322,601.59**

Other Cash & Bank Balances

**59.25**

**1,322,660.84**

Receipts not on Bank Statement

**1,170.00**

**Closing Balance**

**1,323,830.84**

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	49,071.60
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	1,272,818.63
5	BUSINESS SAVERS ACCOUNT	1,595.92
	Other Cash & Bank Balances	59.25
	<b>Total Cash &amp; Bank Balances</b>	<b>1,323,830.84</b>

**HORDEN PARISH COUNCIL FINANCE REPORT**

This report details accounts as at 31 October 2024 – accounts on a straight line we should be around 58%. 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	864/1,200	Higher copying usage		05/09/24
1151 – Ad Bank charges	1	711/1,072	Accrual correction		03/10/24
1152 – IT Fees	1	2,850/5,500	Annual upfront costs for software		06/06/24
1304 – Cem Council Tax	2	3,772/5,418	Paid over 10 months rather than 12		11/07/24
1311 – Cem Rates	2	1,170/1,596	Paid over 10 months rather than 12		05/09/24
1320 - Cem Misc	2	1,440/20	Cemetery break in costs	To be claimed back from insurance	07/11/24
1344 – Cem Fuel	2	305/500	Increased costs		05/12/24
1345 – Cem Vehicle Tax/Ins	2	545/680	Annual payment		05/12/24
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
1364 – Cem Mem Benches	2	856/500	Will balance out with income		06/06/24
1411 – Pk Rates	3	524/753	Paid over 10 months		05/09/24
1413 – Pk Rents	3	410/410	Annual fee paid		05/09/24
1414 – Park Electricity	3	1,502/2,300	Higher costs due to transfer of supplier		06/06/24
1420 – Pk Misc	3	680/20	Mem park works insurance claim		05/09/24
1442 – Park Equipment Fuel	3	399/510	Increased fuel usage		07/11/24
1604 - SWC Council Tax	3	2,516/3,595	Paid over 10 months rather than 12		05/09/24
1611 – SWC Rates	3	5,152/7,692	Paid over 10 months rather than 12		05/09/24
1614 - SWC Electricity	3	4,494/7,150	Higher costs due to transfer of supplier		03/10/24
1615 – SWC Gas	3	4,103/6,600	Higher costs due to transfer of supplier		06/06/24
1616 – SWC Cleaning	3	890/1,050	Cleaning items purchased		06/06/24
1637 – SWC Plant & Equip	3	246/350	Increased costs		11/07/24
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 & Events	4	7,083/11,500	Dday and Summer activities		05/09/24
1757 – GP Audit	4	(1,680)/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
1760 – GP Dog Bags	4	1,600/1,600	Annual payment		05/12/24
1761 – GP Poppy Wreaths	4	313/185	Will balance out with income		05/12/24
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>
1189 – Admin Misc	1	490/780	Office services/photocopying		03/10/24
1196 – Bank Interest	1	30,250/15,000	Preferential rates 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	1,023/360	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	1,636/1,700	Annual fee paid		05/09/24
1682 - SWC Letting	3	27,864/34,350	DDS invoiced for year		06/06/24
1799 – Poppy Wreaths	4	333/185	Will balance out with expenditure		05/09/24

Month No: 7

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	322,942	645,883	645,883	0			100.0%
1189 INCOME-ADMIN MISC	65	490	780	290			62.8%
1196 INCOME-BANK INTEREST	3,847	30,250	15,000	(15,250)			201.7%
1198 LCTSS GRANT	48,191	96,381	96,381	0			100.0%
ADMINISTRATION :- Income	<b>375,044</b>	<b>773,004</b>	<b>758,044</b>	<b>(14,960)</b>			<b>102.0%</b>
1101 AD-WAGES	9,604	59,486	124,898	65,412		65,412	47.6%
1102 AD-EMPLOYERS NI	842	5,215	10,958	5,743		5,743	47.6%
1103 AD-EMPLOYERS PENSION	1,873	11,600	23,606	12,006		12,006	49.1%
1110 AD-ROOM FEES	150	1,050	1,800	750		750	58.3%
1121 AD-TELEPHONE/FAX	97	723	1,400	677		677	51.6%
1122 AD-POSTAGE	0	131	350	219		219	37.5%
1123 AD-STATIONERY	6	189	390	201		201	48.6%
1125 AD-INSURANCE	0	14,931	12,195	(2,736)		(2,736)	122.4%
1126 AD-PHOTOCOPIER	53	864	1,200	336		336	72.0%
1137 AD-PLANT & EQUIPMENT	0	0	220	220		220	0.0%
1151 AD-BANK CHARGES	118	711	1,072	361		361	66.3%
1152 AD-IT FEES	349	3,199	5,500	2,301		2,301	58.2%
1159 AD-PROFESSIONAL FEES	10	1,061	5,000	3,939		3,939	21.2%
ADMINISTRATION :- Indirect Expenditure	<b>13,103</b>	<b>99,160</b>	<b>188,589</b>	<b>89,429</b>	<b>0</b>	<b>89,429</b>	<b>52.6%</b>
Net Income over Expenditure	<b>361,942</b>	<b>673,843</b>	<b>569,455</b>	<b>(104,388)</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>
Net Income over Expenditure	<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	1,023	360	(663)			284.3%
1384 INCOME-CEMETERY FEES	9,627	33,271	58,000	24,729			57.4%
1390 INCOME-MEMORIAL BENCHES	0	558	500	(58)			111.7%
CEMETERIES :- Income	<b>9,627</b>	<b>38,428</b>	<b>58,860</b>	<b>20,432</b>			<b>65.3%</b>
1301 CEM-WAGES	4,795	26,458	77,975	51,517		51,517	33.9%

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## 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	2,158	6,953	4,795		4,795	31.0%
1303 CEM-EMPLOYERS PENS	935	5,797	14,679	8,882		8,882	39.5%
1304 CEM-COUNCIL TAX	539	3,772	5,418	1,646		1,646	69.6%
1307 CEM-CLOTHING	0	91	375	284		284	24.2%
1311 CEM-RATES	167	1,170	1,596	426		426	73.3%
1312 CEM-WATER	35	460	2,000	1,540		1,540	23.0%
1314 CEM-ELECTRICITY	69	644	1,500	856		856	42.9%
1316 CEM-CLEANING	0	33	100	67		67	33.0%
1320 CEM-MISCELLANEOUS	0	1,440	20	(1,420)		(1,420)	7200.0%
1321 CEM-TELEPHONE/FAX	28	196	356	160		160	55.2%
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	33	1,072	3,500	2,428		2,428	30.6%
1340 CEM-GROUNDS MAINTNCE	0	901	3,000	2,099		2,099	30.0%
1342 CEM-EQUIPMENT FUEL	78	1,269	3,000	1,731		1,731	42.3%
1343 CEM-VEHICLE MAINTNCE	0	737	3,500	2,763		2,763	21.0%
1344 CEM-VEHICLE FUEL	88	305	500	195		195	61.1%
1345 CEM-VEHICLE TAX/INS	335	545	680	135		135	80.1%
1346 CEM-HORTICULTURE	67	(267)	1,320	1,587		1,587	(20.2%)
1347 CEM-HEALTH & SAFETY	0	45	100	55		55	44.6%
1349 CEM - PLAQUES	0	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>7,590</b>	<b>69,167</b>	<b>160,043</b>	<b>90,876</b>	<b>0</b>	<b>90,876</b>	<b>43.2%</b>
<b>Net Income over Expenditure</b>	<b>2,037</b>	<b>(30,739)</b>	<b>(101,183)</b>	<b>(70,444)</b>			
6000 plus Transfer from EMR	0	5,984					
<b>Movement to/(from) Gen Reserve</b>	<b>2,037</b>	<b>(24,755)</b>					
<b>104 PARKS</b>							
1483 INCOME-PK GROUND FEE	158	1,636	1,700	64			96.2%
1486 INCOME-PK SLAND RD BUNG RENT	308	2,156	3,528	1,372			61.1%
1489 INCOME-PK MISC	0	148	0	(148)			0.0%
<b>PARKS :- Income</b>	<b>466</b>	<b>3,940</b>	<b>5,228</b>	<b>1,288</b>			<b>75.4%</b>
1401 PK-WAGES	12,463	81,906	130,382	48,476		48,476	62.8%
1402 PK-EMPLOYERS NI	853	5,562	9,915	4,354		4,354	56.1%



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## 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	1,990	13,418	19,909	6,491		6,491	67.4%
1407 PK-CLOTHING	33	131	390	259		259	33.7%
1411 PK-RATES	75	524	753	230		230	69.5%
1413 PK-RENTS	0	410	410	0		0	100.0%
1414 PK-ELECTRICITY	157	1,502	2,300	798		798	65.3%
1416 PK-CLEANING	35	35	100	65		65	34.9%
1420 PK-MISCELLANEOUS	0	680	20	(660)		(660)	3400.0%
1421 PK-TELEPHONE/FAX	28	201	348	147		147	57.8%
1436 PK-BUILDINGS	9	(408)	2,000	2,408		2,408	(20.4%)
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	7	208	1,500	1,292		1,292	13.9%
1440 PK-GROUNDS MAINT	82	349	2,000	1,651		1,651	17.5%
1442 PK-EQUIPMENT FUEL	0	399	510	111		111	78.2%
1446 PK-HORTICULTURE	0	798	1,578	781		781	50.5%
1447 PK-HEALTH & SAFETY	0	16	250	234		234	6.4%
1448 PK-PLAY EQUIPMENT	113	113	100,000	99,888		99,888	0.1%
1459 PK-PROFESSIONAL FEES	0	376	3,000	2,624		2,624	12.5%
<b>PARKS :- Indirect Expenditure</b>	<b>15,844</b>	<b>106,220</b>	<b>275,965</b>	<b>169,745</b>	<b>0</b>	<b>169,745</b>	<b>38.5%</b>
<b>Net Income over Expenditure</b>	<b>(15,379)</b>	<b>(102,280)</b>	<b>(270,737)</b>	<b>(168,457)</b>			
<b>106 S.W.C.</b>							
1682 INCOME-SWC LETTINGS	3,141	27,864	34,350	6,486			81.1%
1688 INCOME-SWC CATERING	0	0	50	50			0.0%
1689 INCOME-SWC MISC	0	130	0	(130)			0.0%
<b>S.W.C. :- Income</b>	<b>3,141</b>	<b>27,994</b>	<b>34,400</b>	<b>6,406</b>			<b>81.4%</b>
1601 SWC-WAGES	3,223	19,250	34,472	15,222		15,222	55.8%
1602 SWC-EMPLOYERS NI	193	1,200	2,184	984		984	54.9%
1603 SWC EMPLOYERS PENSION	444	2,752	4,710	1,958		1,958	58.4%
1604 SWC-COUNCIL TAX	359	2,516	3,595	1,079		1,079	70.0%
1607 SWC-CLOTHING	0	0	60	60		60	0.0%
1611 SWC-RATES	736	5,152	7,692	2,540		2,540	67.0%
1612 SWC-WATER	88	564	2,000	1,436		1,436	28.2%
1614 SWC-ELECTRICITY	682	4,494	7,150	2,656		2,656	62.8%
1615 SWC-GAS	352	4,103	6,600	2,497		2,497	62.2%
1616 SWC-CLEANING	205	890	1,050	160		160	84.7%
1636 SWC-BUILDINGS	130	6,157	11,400	5,243		5,243	54.0%
1637 SWC-PLANT & EQUIP	36	246	350	104		104	70.3%
1638 SWC-TOOLS	0	0	50	50		50	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1639 SWC-EQUIP REPAIRS	0	0	200	200		200	0.0%
1647 SWC-HEALTH & SAFETY	(7)	135	500	365		365	27.1%
1649 SWC-CATERING	0	46	75	29		29	60.9%
1659 SWC-PROFESSIONAL FEE	0	0	1,000	1,000		1,000	0.0%
1663 SWC-TRADE WASTE	155	775	1,557	782		782	49.8%
<b>S.W.C. :- Indirect Expenditure</b>	<b>6,595</b>	<b>48,279</b>	<b>84,645</b>	<b>36,366</b>	<b>0</b>	<b>36,366</b>	<b>57.0%</b>
<b>Net Income over Expenditure</b>	<b>(3,454)</b>	<b>(20,285)</b>	<b>(50,245)</b>	<b>(29,960)</b>			
<b>107 GENERAL PURPOSES</b>							
1777 INCOME-GP EXTERNAL FUNDING	7,679	7,679	0	(7,679)			0.0%
1778 INCOME-GP EVENTS	0	42	0	(42)			0.0%
1790 INCOME-GP DOG BAGS	180	928	1,600	672			58.0%
1799 INCOME-POPPY WREATHS	8	333	185	(148)			180.2%
<b>GENERAL PURPOSES :- Income</b>	<b>7,866</b>	<b>8,982</b>	<b>1,785</b>	<b>(7,197)</b>			<b>503.2%</b>
1710 GP-ROOM FEES	64	315	450	135		135	70.1%
1719 GP-CHAIR'S ALLOWANCE	750	751	2,071	1,320		1,320	36.2%
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	31	31	600	569		569	5.2%
1729 GP-CONF/TRAINING	0	1,055	5,000	3,945		3,945	21.1%
1732 GP-PUBLICITY	0	400	450	50		50	88.9%
1733 GP-ACTIVITIES & EVENTS	2,208	7,083	11,500	4,417		4,417	61.6%
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	1,600	1,600	1,600	0		0	100.0%
1761 GP-POPPY WREATHS	313	313	185	(128)		(128)	169.1%
<b>GENERAL PURPOSES :- Indirect Expenditure</b>	<b>4,966</b>	<b>19,457</b>	<b>42,793</b>	<b>23,336</b>	<b>0</b>	<b>23,336</b>	<b>45.5%</b>
<b>Net Income over Expenditure</b>	<b>2,900</b>	<b>(10,476)</b>	<b>(41,008)</b>	<b>(30,532)</b>			
<b>108 GRANTS</b>							
1863 OTHER GRANTS	1,266	6,985	22,500	15,515		15,515	31.0%
1864 WELFARE PARK GRANTS	0	0	86,435	86,435		86,435	0.0%
<b>GRANTS :- Indirect Expenditure</b>	<b>1,266</b>	<b>6,985</b>	<b>108,935</b>	<b>101,950</b>	<b>0</b>	<b>101,950</b>	<b>6.4%</b>
<b>Net Expenditure</b>	<b>(1,266)</b>	<b>(6,985)</b>	<b>(108,935)</b>	<b>(101,950)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## 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>							
1975 INCOME-ASSETSALE	275	275	0	(275)			0.0%
CAPITAL PURCHASES :- Income	<u>275</u>	<u>275</u>	<u>0</u>	<u>(275)</u>			
1963 CP-CAPITAL PURCHASES	16,250	16,250	55,590	39,340		39,340	29.2%
1964 MAJOR SCHEMES	0	0	5,000	5,000		5,000	0.0%
CAPITAL PURCHASES :- Indirect Expenditure	<u>16,250</u>	<u>16,250</u>	<u>60,590</u>	<u>44,340</u>	<u>0</u>	<u>44,340</u>	<u>26.8%</u>
<b>Net Income over Expenditure</b>	<u>(15,975)</u>	<u>(15,975)</u>	<u>(60,590)</u>	<u>(44,615)</u>			
<b>110 BAR</b>							
11045 BAR LICENCES	0	180	180	0		0	100.0%
BAR :- Indirect Expenditure	<u>0</u>	<u>180</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(180)</u>	<u>(180)</u>	<u>0</u>			
<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	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>			
<b>113 FLOWER &amp; VEGETABLE SHOW</b>							
11377 INCOME-FLOWER&VEG DONATIONS	0	0	850	850			0.0%
FLOWER & VEGETABLE SHOW :- Income	<u>0</u>	<u>0</u>	<u>850</u>	<u>850</u>			<u>0.0%</u>
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	<u>0</u>	<u>0</u>	<u>850</u>	<u>850</u>	<u>0</u>	<u>850</u>	<u>0.0%</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<b>Grand Totals:- Income</b>	<b>396,419</b>	<b>855,025</b>	<b>861,567</b>	<b>6,542</b>			<b>99.2%</b>
<b>Expenditure</b>	<b>65,615</b>	<b>365,738</b>	<b>925,568</b>	<b>559,830</b>	<b>0</b>	<b>559,830</b>	<b>39.5%</b>
<b>Net Income over Expenditure</b>	<b>330,804</b>	<b>489,287</b>	<b>(64,001)</b>	<b>(553,288)</b>			
plus Transfer from EMR	0	5,984					
<b>Movement to/(from) Gen Reserve</b>	<b>330,804</b>	<b>495,271</b>					

**Cash Withdrawals & Debit Card Transactions:**

01/11/2024 – MER – Charge Works Van - CJ – £13.49

07/11/2024 – Cash Withdrawal – Petty Cash – CJ - £40.00

08/11/2024 – MER – Charge Works Van – CJ - £13.26

13/11/2024 – MER – Charge Works Van – CJ - £13.29

18/11/2024 – Screwfix – Convector Heater – CJ - £69.99

18/11/2024 – MER – Charge Works Van – CJ - £10.94

19/11/2024 – Office Stationery – Payslips Blank – CJ - £31.77

26/11/2024 – MER – Charge Works Van – CJ - £14.46

**TOTAL £207.20**

**Horden Parish Council Invoices for Payment November 2024**

<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Amazon	21.11.24	CCTV Logbook	£14.99	BACS
Citron Hygiene	08.11.24	Sanitary Disposal SWC Annual Fee	£113.60	BACS
C N 24hour Locksmith	26.11.24	Replace Gearbox and Door Handles - Welfare House	£180.00	BACS
Creative Youth Opportunities	14.11.24	Lantern Project & Parade	£500.00	BACS
Culligan	15.11.24	Water Cooler Rental & Service - Nov 2024	£43.32	D/D
Microshade Business Consultants Ltd	15.11.24	Installation, Set Up & Migration of Data, Hosted Application Service	£263.52	BACS
Octopus Energy Limited	21.11.24	Cemetery Lodge Gas & Electricity 22/10/2024 - 20/11/2024	£46.39	BACS
Octopus Energy Limited	21.11.24	Welfare House Gas & Electricity 22/10/2024 - 20/11/2024	£34.16	BACS
Roadsafe Traffic Management (NE)	11.11.24	Road Closure - Remembrance Parade	£3,210.00	BACS
Geo Robinson & Son	31.10.24	Mop & Bucket, WD40, Brushes, Batteries, Stain, Spray Paint	£89.98	BACS
Screwfix Direct Ltd	21.11.24	Fan Heater & Trimmer Line	£51.74	BACS
Select Telecom Limited	31.10.24	Admin Phone Lines/Calls/Internet - November 2024	£120.54	D/D
TJ's Heating & Home Improvements	19.11.24	Service Sunderland Road Bungalow Boiler	£70.00	BACS
Treasured Memories Limited	08.11.24	Memorial Plaque - MJ	£126.78	BACS
Turfcare Specialists Limited	28.11.24	Supply and Deliver Christmas Tree	£1,260.00	BACS
Vodafone	20.11.24	Mobile Phones	£69.60	D/D
Wex	24.11.24	Vehicle Trackers	£11.98	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	07.11.24	Wages Week 31	£4,742.34	BACS
Co-op Bank	14.11.24	Wages Week 32	£10,210.49	BACS
Co-op Bank	21.11.24	Wages Week 33	£4,949.98	BACS
Co-op Bank	27.11.24	Wages Week 34	£4,949.98	BACS
		<b>Horden Parish Council NOVEMBER 2024 TOTAL</b>	<b>£31,059.39</b>	

The Co-operative Bank and Coventry Building Society

Hello customer,

Following on from the announcement in May that Coventry Building Society and six of The Co-operative Bank Holdings' major owners had signed a share purchase agreement under which Coventry Building Society will acquire the entire issued share capital of the Bank, we have today announced that Regulatory approval has been granted.

The acquisition is expected to complete on 1 January 2025, and the Bank will continue to operate as a separate business for some time after completion. There is no impact to your bank products or services and no changes to Financial Services Compensation Scheme (FSCS) deposit protections. We will keep you informed if anything changes.

We are pleased to achieve this significant milestone in bringing together both businesses which share a powerful mutual / co-operative heritage. The combined business will provide improved products, value and service for existing and new customers.

We'll keep our website up to date with the latest news and our teams are as committed as ever to delivering great service to you.

Nick Slape, CEO

The Co-operative Bank

Unfortunately, fraudsters often take advantage during times of change to try and persuade people to share personal or financial information. We'll never ask you for security details, over the phone or by email, so if someone does – please don't share this information with them.

**HORDEN PARISH COUNCIL**  
**SWC Booking Form & Conditions**

**1 Background**

- 1.1 The booking form and booking conditions have been amended to suit the day to day booking of rooms in the Social Welfare Centre.
- 1.2 Paragraph 22 has been added as requested to safeguard the reputation of Horden Parish Council

**2 Recommendation**

Members are asked to consider and approve the room booking form and conditions.

**Angela Lee**  
**SWC & Events Manager**  
**November 2024**





conditions of the booking agreement found in this form.

**HORDEN SOCIAL WELFARE CENTRE BOOKING CONDITIONS**

1. All applications should be made on the appropriate form. The person who signs the booking form shall be considered the hirer. The booking will only be confirmed once all paperwork is signed and returned. A booking is not accepted from anyone under the age of 18.
2. The hirer, nominated person, must be present on the premises during the whole period of the booking.
3. The premises/facilities must be used for the purpose for which they are let and not assigned or sub-hired to anyone else.
4. All bookings are considered confirmed upon notification from Horden Parish Council. The hirer may cancel the booking at any time, however we reserve the right to charge where bookings are cancelled with less than one business day (Monday to Friday) prior to the booking.
5. As hirer, you must at all times indemnify the Parish Council and their respective officers and servants from and against all liability of injury or death of any person (other than the injury or death resulting from the negligence of these officers or servants) or damage to any property (weather or not such damage is caused or contributed to by any defect in, on or under the said land) arising directly or indirectly out of the exercise of this agreement and further will make good any damage to the said property) arising directly or indirectly out of the exercise of this agreement.
6. The hirer shall be responsible for the cost of repair or replacement of any property belonging to the Council, which is damaged or destroyed during or in connection with the hiring.
7. The hirer shall be responsible for any infringement of copyright caused by the hirer or anyone acting on their behalf arising from the hire, and shall indemnify the Council against any costs, claims or demands arising there from except for such occurrences that are due to the negligence of Horden Parish Council or its agents.
8. Horden Parish Council does not accept responsibility for any loss or damage suffered by the hirer or any other person as a result of any breakdown, leakage or accident whatsoever necessitating the cancellation or interruption of the booking, and the hirer shall indemnify the Council against any costs claims or demands arising out of such breakdown, leakage or accident.
9. Anyone working with children and young people or vulnerable adults may be required to possess up to date DBS clearance. The hirer is responsible that they or any of their agents possess the necessary clearance if they are supervising children or vulnerable adults. Horden Parish Council reserves the right to request proof of DBS clearance and cannot be held responsible the refusal of bookings arising from such.
10. The hirer is responsible for the supervision of catering arrangements and must ensure that caterers are suitably qualified, insured and in possession of valid food hygiene certificates. Copies of certificates may be requested.

11. Smoking/vaping is not permitted within the Social Welfare Centre or outside in front of the doorways.
12. All electrical appliances brought into the Social Welfare Centre must have a PAT certificate. Horden Parish Council shall not be held responsible for the refusal of untested equipment.
13. The hirer is responsible for the effective supervision and conduct of their guests, arrangements and all associated activities in the premises during the period of the booking.
14. There shall not be brought on to the premises, anything inflammable, including naked flames and candles, dangerous or noxious substances, including drugs.
15. Horden Parish Council and its agents reserve the right of entry to the hired premises at all times and refusal to persons without question.
16. Children must be supervised by an adult at all times.
17. The hirer is responsible for acting in emergencies and should be familiar with the instructions provided for action in the event of a fire.
18. Horden Parish Council reserves the right at any time to refuse or cancel the booking.
19. Horden Parish Council reserves the right to cancel any booking in the event of the Centre being required as a Polling Station in connection with a local parliamentary election.
20. Horden Parish Council reserves the right to increase charges and alter conditions.
21. Horden Parish Council does not accept responsibility in respect of damage to or loss of any property or articles whatsoever belonging to the hirer.
22. The hirer acknowledges that the premises cannot be used as a platform for the dissemination of extremist views, access to facilities will be refused if it is found that any proposed content is thought to be harmful in anyway, by way of inciting violence, hatred or extremism of any kind.

**Approved by Horden Parish Council : *Date***

# Horden Parish Council

---

*Horden Social Welfare Centre  
Seventh Street  
Horden  
Peterlee  
County Durham  
SR8 4LX  
Tel: 0191 518 0823  
hordencouncil@btconnect.com*

## **Hirer's Privacy Notice**

When you hire the facilities of Horden Parish Council, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you, respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

In regard to a hire, we process your personal data for the performance of a contract.

Processing is necessary for compliance with a legal obligation.

### **Information Security**

Horden Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary.

After which it will be deleted. (You may request the deletion of your data held by Horden Parish Council at any time. Deletion will be subject to the discharge of statutory functions and powers).

### **Access to Information**

You have the right to request access to the information we hold about you. You can do this by contacting our Data Information Officer in writing: The Clerk to the Council, Horden Parish Council, Horden Social Welfare Centre, Seventh Street, Horden, SR8 4LX.

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Clerk to the Council, Horden Parish Council, Horden Social Welfare Centre, Seventh Street, Horden, SR8 4LX to request this.

### **Information Deletion**

If you wish Horden Parish Council to delete the information about you, please contact: The Clerk to the Council, Horden Parish Council, Horden Social Welfare Centre, Seventh Street, Horden, SR8 4LX to request this. Deletion will be subject to the discharge of statutory functions and powers.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Clerk to the Council, Horden Parish Council, Horden Social Welfare Centre, Seventh Street, Horden, SR8 4LX to object.

**Rights Related to Automated Decision Making and Profiling**

Horden Parish Council do not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to The Clerk to the Council, Horden Parish Council, Horden Social Welfare Centre, Seventh Street, Horden, SR8 4LX and the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Horden Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Horden Parish Council does not use profiling, we do not sell or pass your data to third parties. Horden Parish Council does not use your data for purposes other than those specified. Horden Parish Council make sure your data is stored securely. Horden Parish Council delete all information deemed to be no longer necessary. Horden Parish Council regularly review Privacy Policies to keep up to date in protecting your data. (You can request a copy of our policies at any time).

**Enabling remote attendance and proxy voting at local authority meetings Consultation**

**Question 1**

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

**The proposal for remote attendance**

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

**Question 2**

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/**No**

If you answered No to the above question please go directly to question 4.

**Question 3**

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

**Question 4**

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- **I am not an elected member**

**Question 4a**

If you answered No please use the free text below

[Free text box]

**Question 4b**

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

**Question 5**

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

**Question 6**

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.

b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.

c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

d) [Free text box] **Horden Parish Council feels strongly that council meetings should be held in person with physical attendance.**

**Question 7**

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

**Question 8**

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

### Should be considered because

### Should not be considered because

---

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

---

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

---

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

---

Free text box – please state any other reasons

Free text box – please state any other reasons It could lead to councillors claiming to be present when they were not actively taking part in decision making.

---

### Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box] Those not attending in person could be undertaking other tasks simultaneously and therefore not paying full attention to the debate/decisions being taken.

### Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local



authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

**Question 10**

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

**Question 11**

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

**Question 12**

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box] All circumstances. Horden Parish Council is of the view that proxy voting should not be allowed.

**Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box] Horden Parish Council is of the view that proxy voting is not appropriate.

**HORDEN PARISH COUNCIL**

**SWC Garage Proposal**

**1. Background**

- 1.1 The Council is aware that the Coalfield Regeneration Trust runs a Community Fridge from the Hub House in Seventh Street and has been looking to expand provision.
- 1.2 The Clerk to the Council met with the Regional Development Manager North-East along with Durham County Councillor Ian Mclean in July to discuss a potential proposal.
- 1.3 Another meeting was held on site at the Social Welfare Centre in November which was also attended by the Chairman of the Council.
- 1.4 The attached proposal has been received for consideration.
- 1.5 Detail of the proposals for physical change are not yet available. Although It is known that the garage electricity would require updating as the rear of the ground floor was not fully rewired as not required by the Council. Proposals would also need to deal with the redistribution of the Council's storage requirements.
- 1.6 It is therefore suggested that the Council considers approval in principle, subject to physical and legal requirements being addressed.
- 1.7 Council should also consider whether the expectation is that the changes are made with or without Council meeting any costs

**2. Recommendation**

Council is recommended agree in principle to work in partnership with CRT to enable an expansion of Community Fridge provision; to consider what, if any, costs will be met by the Council.

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

## **Background**

The Coalfields Regeneration Trust is a national charity covering England, Scotland and Wales.

Back in 2017 we invested in a property based in an end of terrace property at the end of Seventh Street. We turned this into a community space for partners to work from, services to expand from and add value to the great work already taking place in Horden.

In 2022 this property known locally as Horden Hub House formed part of our 'place based work' to respond to need alongside CRT support (membership-supporting local community groups to advance in education, recruit volunteers, access funding, gaining new skills and access essential services.)

CRT Engage (health, skills and employability) and CRT Game On (football diversionary activity) were then introduced to add value to this work.

CRT is dedicated to improving the lives of those living and working in former mining communities.

### **How we support our community.**

- Supporting individuals to develop their skills, share knowledge, improve their health
- Offer support and services to tackle deprivation and social isolation.
- Address low educational attainment and training needs.
- Address unemployment/worklessness within our communities.
- Reduce isolation, promote interaction and integration.
- Support individuals to navigate challenges and breakdown barriers.
- Empower residents by increasing confidence and self-esteem and bring communities together.

### **Community Fridge/pantry expansion**

In March 2024 we were allocated funding from Hubbub for to establish a community fridge and enhance our community pantry.

To date we have supported 325 residents via our community fridge/pantry.

Currently we pay a monthly subscription to a local firm for fresh produce and we also collect surplus food from local supermarkets.

We have been successful with another funding bid to expand the fridge model as we are limited on space to maximize the potential of the offer. Hence our proposal. The funding includes some additional equipment and some training for staff and volunteers.

We would like to keep the food offer close to the Hub House and in the very heart of the community. We would like to make use of Parish space which was formally a car garage which resides on the side of the Welfare Hall. The space is currently used for storage.

The space we would seek capital funding to renovate and we would utilise it without having to gain access from the welfare hall. (via the roller shutter) All costs in terms of the renovation for the space would be covered and we would hand the refurbished space back to the parish at the end of any agreement made and would respect any terms and conditions of any lease agreement.

Horden Parish Council will benefit from the renovation of the space and rental costs on the space.

Current funding secured and what we can offer up front towards lease costs would be £1500 for a period to be agreed.

**Benefits**

- More residents will benefit from the expanded provision.
- Signposting to other community organisations will still take place
- We would hope to reduce the reliance of some families on food parcels
- Our CRT Engage Health and wellbeing coach/nutritionist will provide 121 support to anyone who may need it and our CRT Engage Community Connector will support volunteers and/or residents with any skills and employment needs.
- Due to an increase in items and funding we will be able to charge for the majority of items making the expansion relatively sustainable (similar to the bread and butter thing, this we feel also removes the stigma around utilising community food services.)
- The project would be a consortium of partners including ourselves, DCC Councillors, Horden Parish Council and Horden Together.
- The offer would consist of more quality cost effective household items including food and toiletries. It would be overseen by a coordinator and provide volunteer opportunities/ placements to the local community.
- Utilising surplus food will save food going to landfill therefore the environment will also benefit from this initiative.

We would be extremely grateful if you would consider this opportunity to work in partnership to offer a unique and cost effective way to support residents with the cost of living crisis and respond to the ever growing need.

**From:** Strategy & Delivery <[StrategyandDelivery@durham.gov.uk](mailto:StrategyandDelivery@durham.gov.uk)>

**Sent:** 25 November 2024 09:49

**Subject:** Biodiversity and Non Designated Heritage Assets Supplementary Planning Documents Consultation

Dear Sir/Madam,

I am writing to advise that the Council will be undertaking the following consultations between 09:00 on Monday 25 November 2024 and 17:00 on Sunday 12 January 2025:

**1. Second draft of the Non Designated Heritage Assets SPD**

Following on from our initial consultation earlier in the year (June to July 2024), we want your views on the amended Non Designated Heritage Assets (NDHA) Supplementary Planning Document (SPD) which sets out guidance on identifying non-designated heritage assets. To find out more you can visit [www.durham.gov.uk/consultation](http://www.durham.gov.uk/consultation).

**2. Second draft of the Biodiversity SPD**

Following on from our initial consultation earlier in the year (June to July 2024), we want your views on the amended Biodiversity SPD. The SPD sets out guidance to improve biodiversity delivery within new developments. This includes how to meet the government's new mandatory requirement for most development to deliver a minimum 10% net gain in biodiversity.

To find out more you can visit [www.durham.gov.uk/consultation](http://www.durham.gov.uk/consultation) where you can also book to attend an online consultation event which will take place on Wednesday 8 January 2025 between 5:30pm and 6:30pm.

**Get Involved**

You can make your comments known to us in a number of ways, but we would encourage you to submit your views online, via the consultation pages at: <https://consult-durhamcc.objective.co.uk/kse>.

You can also send us your comments by e-mail to: [strategyanddelivery@durham.gov.uk](mailto:strategyanddelivery@durham.gov.uk). Alternatively, you can send us your comments to us by post at **Strategy and Delivery (Planning), Corten House, Aykley Heads, Durham**. Details of the consultations and how to get involved can be found on the Council's website at [www.durham.gov.uk/consultation](http://www.durham.gov.uk/consultation) or by contacting the Strategy and Delivery Team on 03000 263967.

Yours faithfully,

Michael Kelleher

Head of Planning and Housing

Strategy and Delivery

<https://climatecountydurham.org.uk/>

**From:** CDALC <CDALC@durham.gov.uk>

**Sent:** 07 November 2024 17:01

**Subject:** Royal Garden Party 2025

Dear clerks,

Each year, via NALC, CDALC is normally offered two tickets (a councillor plus guest) for a Royal Garden Party (RGP) at Buckingham Palace, which in 2024 took place at the start of May. Although the RGPs for 2025 haven't been confirmed yet we are anticipating the same arrangement as previous years, and we know that there is normally a very tight turnaround between the official notification and having to provide details of the guests to NALC.

So, to make sure no one misses the chance to be put into the draw for County Durham, please can I ask that your council considers putting forward their nominations and to inform us using this [form for Royal Garden Party nominations](#) by **31 Jan 2025**. We need the **name and email addresses** of both the councillor and their guest, with further details required should they be successful.

Unsurprisingly this is a popular event and is usually vastly oversubscribed. Previous attendees cannot apply but this does not preclude new nominations from the same councils which previous attendees represented.

All nominees will be entered into a draw from which a random selection will be made, and we will notify the lucky winners as soon as possible after the deadline.

Please read the terms and conditions below, provided by the Lord Chamberlain in previous years, which potential nominees should make themselves familiar with.

We look forward to hearing from you with your council's nominations by 31<sup>st</sup> Jan 2025.

Kind Regards

Janet

**Note :** *The Lord Chamberlain highlights a number of items therefore please read ensure that you comply with the following notes when applying for the Garden Party Invitation.*

- *Invitations are in recognition of PAST service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.*
- *Guests should NOT have previously attended a Garden Party. This must be emphasised to potential guests.*
- *It is essential that all details given to me are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests. For example, i.e. if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.*
- *Ensure all nominated guests are accompanied, with each guest ideally being accompanied by one guest only.*

- *All names submitted must number within your overall quota. (Therefore a guest and companion are 2 guests).*
- *Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.*
- *Guests who require assistance MUST be accompanied and this must be made clear on the form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking is close to the palace entrance. If disabled parking is required, this must be made clear to me.*
- *All nominated guests must be British or European Union citizens, although their guest(s) may be of other nationalities. However all guests, nominated or accompanying, must be resident in the United Kingdom.*
- *Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore once details have been submitted to the Palace by NALC this cannot be changed.*
- *Please remind your guest(s), that in the event they are unable to attend a Garden Party for whatever reason they will not be invited again.*
- *Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link - <https://www.royal.uk/garden-parties>*
- *If a guest has not received their invitation within three weeks of the date of the garden party, please contact me directly.*
- *All communications to Buckingham Palace should carried out via myself rather than directly.*
- *There will be no parking facilities available for guests with the exception of disability badge holders (blue badge holders) which should be noted on the form. The palace will contact that guest requesting details of the disability badge.*
- *To comply with data protection legislation, each individual's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party. Each county association will need to obtain and store this consent, which should be made available to NALC or Buckingham Palace should it be required. Please obtain the following consent from each of your nominees.*
- *"I consent to my personal data being processed for the purpose of issuing invitations to this event and to cater for guests with special needs. I understand that my personal data will be processed by the county association, NALC and The Keeper of the Privy Purse on behalf of the Royal Household.*

Janet Wainwright  
Finance and Admin Officer (Weds and Thurs)  
07708327285

Audrey Christie  
Executive Officer (Tues to Fri)  
07708327943

## **NE Mayor's Transport Plan consultation**

You may already be aware of this regional consultation which has been launched by the NE Mayor. Closing date 26<sup>th</sup> Jan 2025. You can respond as an organisation or an individual and having just tested it, there aren't too many questions so it should not take too long.

### **A message from Kim McGuinness, North East Mayor**

I wanted to personally let you know that on Monday the 4<sup>th</sup> of November I officially opened the consultation on my Local Transport Plan, and I'm keen to hear from as many voices as possible from across our region. This is a chance for you to shape the future of how we move around the North East, and your input is so important to get this right.

This consultation is about making sure we've got the big picture right: a vision for a transport network that works for everyone. We're asking whether our direction is right. Like me, do you want to see safer journeys, better connections, and making sustainable travel the first choice? This is your chance to reflect on what you think is needed for the North East.

The consultation will run until Sunday, 26 January 2025, and we're offering plenty of ways to get involved. You can complete an online survey [here](#), <https://www.surveymonkey.com/r/NorthEastLTPMayor> or you can find other ways to get involved on our [website](#). <https://northeast-ca.gov.uk/localtransportplan>

This is your opportunity to tell us if we've got it right, and I'd love for you to be part of this conversation.

The link to the survey can be found [here](#), and more information can also be found on our [website](#) and I attached a further briefing note and toolkit of assets [here](#) to support you to do this.

If there's anything you think we should be doing differently in how we're reaching people or engaging with communities or you have any ways we can work with you on promoting this consultation, please [email us](#) or call 0191 277 7010.

Thanks for your support, and I look forward to hearing your thoughts.

**Kim McGuinness**

North East Mayor



**From:** General Secretary

**Sent:** 28 November 2024 11:33

**Subject:** NAC Conference, South Shields

Youth Services, Safeguarding, Radicalisation & Knife Crime

The Little Haven Hotel,

South Shields, Tyne & Wear

24<sup>th</sup>-26<sup>th</sup> January 2025

Dear Colleagues,

I would like to invite you to our Conference at The Little Haven Hotel, South Shields. The venue has great facilities and it is located on the mouth of the River Tyne. We have used this hotel in the past and it is well recommended.

Youth services exist to provide a sense of belonging, a safe space and the opportunity for some of the most vulnerable young people to enjoy being young. We will be looking at what services are provided for young people in different parts of Great Britain.

We will also look at dangers to young people, Safeguarding, Radicalisation and Knife Crime

This weekend we have a range of speakers who are heavily involved in working with young people and at risk groups.

We will be discussing how these schemes are working and what the practicalities are. We will also have question and answer sessions.

The conference will be of interest to members and officers from all types of local authority.

To book your places at this important Conference please complete the form attached and return it to me by email or post.

Yours Faithfully

B.Nelson

Councillor Brian Nelson

Councillor Brian Nelson

National Secretary

National Association of Councillors

0191 3789947 office

0779 1574879 mobile

NATIONAL ASSOCIATION OF COUNCILLORS

CONFERENCE

**Youth Services, Safeguarding, Radicalisation & Knife Crime**

The Little Haven Hotel, South Shields

24<sup>th</sup>-26<sup>th</sup> January 2025

Delegate Booking Form

Name of Delegate.....

Organisation .....

Delegate's Email .....

Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....

Position.....Organisation.....

**INVOICE**, email address for invoice.....

To Register – Complete the delegate details above, and either: -Email a copy of this form to  
Generalsecretary@nationalassociationofcouncillors.org

or Post form to NAC Bookings, Council Offices, 6 Goatbeck Terrace, Langley Moor, Co. Durham DH7 6JJ

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £85 plus VAT per night. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

**Delegate Accommodation Friday & Saturdays nights YES / NO**

**Local Authority to be billed direct for accommodation YES / NO**

Please note that double and family rooms are also available (prices available on request)

**Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.**