

Horden Parish Council

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

31st January 2025

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 6th February 2025 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 6th February 2025**

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 16 January 2025 (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)** – there are no reports to consider.
7. **Cemetery Burial and Income Report 30/12/24 -26/01/25 (enclosed)** – to receive the information.
8. **Parish Council Financial:**
 - a) **Bank Balances** – to receive balances at 31/12/24.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31/12/24.
 - 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 consider a letter to residents. (to follow).
 - f) **Finance Reports** – to consider report.
9. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
10. **Members/Officers Allowances** - To consider any claims for approval.
11. **Horden 125th Anniversary** – to consider report from Working Group held on 3rd January 2025 (to follow).
12. **SWC Garage** – to consider updated report.
13. **Covid 19 Day of Reflection** – to consider any response.
14. **NAC Digital Skills Survey and NAC Conference, A Councillor in a digital world** – to consider any response and attendance.



Samantha Shippen
Clerk to the Council
31st January 2025

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 16 January 2025

Present: Councillor F Leadbitter (Chairman)
 Councillors R Bagnall, T Baldasera, E, Laing, W Morrow, C Robson, W Smith, D Tait, A Turner, J Ward,
 F Winrow and P Wood.

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

Other: Four Members of the Public were in attendance

HPC **Apologies for Absence.**
24/25/180 **RESOLVED:** That apologies be **APPROVED** for Councillor L Williams.

HPC **Declarations of Interest.**
24/25/181 Declarations of interest were declared from Councillor C Cain for Agenda Item 15 as Chairman of HCWFC, Councillor R Bagnall for Agenda Item 10 as an invoice from their business and Councillor F Leadbitter for Agenda Item 12 as Chairman of Station Road Allotments.

HPC **Minutes of the Horden Parish Council Meeting held 5 December 2024.**
24/25/182 **RESOLVED:** The minutes be confirmed as a true record and signed by the Chairman.

HPC **Public Participation.**
24/25/183 No public participation took place.

HPC **Horden Mine Water Heat Update.**
24/25/184 E Grimes from Durham County Council and G Easterlow from East Durham Trust provided an update on the Horden Mine Water Heat project. They provided information on the options they were exploring to create a delivery vehicle that would provide a community benefit to Horden. They also stated how they hoped the council and residents will be central to engage and take the project forward. Graham Easterlow also provided information on a new East Durham Trust project that would provide energy advice and support to the local community in which they will make Horden their beacon hub.

Councillors asked a number of questions, and thanked Ellie, Graham and their team for attending the meeting.

Meeting was adjourned at 18:45

Meeting re-commenced at 19:05

HPC **Register of Delegated Decisions.**
24/25/185 There were no delegated decisions to report.

HPC **Damage and Incident Report(s).**
24/25/186 **RESOLVED:** that Council **NOTE** the report.

HPC **Cemetery Burial and Income Report 25 November to 29th December 2024.**
24/25/187 **RESOLVED:** Council **NOTE** the information.

HPC **Parish Council Financial:**
24/25/188 **a) Bank Balances (Balance Sheet).**
RESOLVED: Council **APPROVE** the Bank Balances and Balance Sheet to 30/11/2024 of £1,288,861.00.

HPC **b) Finance Report to 30/11/2024.**
24/25/189 **RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report.

HPC **c) Cash Withdrawal(s) and Debit Card Transactions.**
24/25/190 **RESOLVED:** Council **APPROVE** debit card transaction totalling £590.53.

HPC **d) Bank Transfer(s).**
24/25/191 The Clerk requested that £50,000 to be transferred from the CCLA account to the current account.
RESOLVED: Council **APPROVE** transfer of funds from CCLA to the Current account.

Councillors R Bagnall and C Robson Left the meeting 7:50pm

- HPC**
24/25/192 **Invoices for endorsement for payment.**
RESOLVED: to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £43,872.45. Councillors F Leadbitter and W Morrow to authorise.
- Councillors R Bagnall and C Robson re-entered the meeting 7:52pm*
- HPC**
24/25/193 **Horden 125th Anniversary.**
RESOLVED: Council **NOTE** the report from the Working Group, with Durham County Council to be invited to next meeting of the group.
- 2025/26 Budget Setting.**
- HPC**
24/25/194 **a) 2025/26 Fees.**
RESOLVED: Council **APPROVE** the fees for 2025/26 and **ADVISE** Officers to look into discounted fees for room hire with relation to how many residents of Horden benefit from the in-kind contribution.
- HPC**
24/25/195 **b) Events Plan and Budget 2025.**
RESOLVED: Council **APPROVE** the budget of £15,312 and **ADVISE** Officers to invite service providers to the next meeting.
- HPC**
24/25/196 **c) 2025/26 Budget.**
RESOLVED: Council **APPROVE:**
1. The net budget requirement for 2025/26 is £709,966 made up of an estimated gross expenditure of £1,111,220 and income of £401,254 excluding precept and reserves contribution.
 2. That a reserves contribution of £31,800 be allocated to reduce the impact of the increased budget.
 3. That a precept of £678,166 be raised of 2025/26 which represents a 5% increase in precept from 2024/25.
 4. Acknowledge that due to the reduction in tax base the increase in Band D is £22.26 per year and to Band A is £14.84 per year which represents a 5.95% increase in tax bands.
- HPC**
24/25/197 **Members/Officers Allowances.**
No claims received.
- HPC**
24/25/198 **Welfare House.**
RESOLVED: Council **APPROVE** to refer to the Asset and Risk Management Committee.
- Councillor C Cain left the meeting at 8:15pm*
- HPC**
24/25/199 **Horden Colliery Welfare Football Club.**
RESOLVED: Council **APPROVE** the nomination of Councillor F Winrow to attend the HCWFC Meeting.
- Councillor C Cain re-entered the meeting at 8:18pm*
- HPC**
24/25/200 **Durham County Council Budget Consultation.**
RESOLVED: Council **AGREED** no response is required.
- HPC**
24/25/201 **Strengthening the standards and conduct framework for local authorities in England.**
RESOLVED: Council **AGREED** each Councillor will respond individually.
- HPC**
24/25/202 **Exclusion of Press and Public.**
RESOLVED that due to the nature of the business relating to legal matters, that the press and public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
- HPC**
24/25/202 **Third Street Allotment Site.**
RESOLVED: Council **AGREED** to go ahead with valuation.

Meeting concluded at 8:30pm

Horden Parish Council Invoices for Payment December 2024

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	10.12.24	Thick Bleach	£9.55	BACS
Amazon	10.12.24	Paper Hand Towels	£24.70	BACS
Amazon	12.12.24	Cleaning Materials - SWC	£115.59	BACS
Banner	07.01.25	Bleach & Toilet Roll - Cemetery	£47.93	BACS
Banner	07.01.25	Blue Roll, Refuse Sacks & Toilet Roll - Parks	£71.46	BACS
Banner	14.01.25	Stationery and 2nd Class Stamps	£152.45	BACS
Banner	14.01.25	A4 dividers	£4.07	BACS
Co-operative Bank	02.01.25	BACS/FD Online Fees 01/12/2024 - 31/12/2024	£73.98	D/D
Corona	18.12.24	Sunderland Road Pavilion Electricity 01/09/24 - 30/09/24 CREDIT	-£134.41	CREDIT
Corona	18.12.24	Sunderland Road Pavilion Electricity 01/09/24 - 30/09/24 Recalculation	£95.10	D/D
Corona	18.12.24	Sunderland Road Pavilion Electricity 01/10/24 - 31/10/24	£147.79	D/D
Corona	18.12.24	Sunderland Road Pavilion Electricity 01/11/24 - 30/11/24	£132.14	D/D
Corona	18.12.24	Memorial Park Electricity 01/09/24 - 30/09/24 CREDIT	-£30.42	CREDIT
Corona	18.12.24	Memorial Park Electricity 01/09/24 - 30/09/24 Recalculation	£35.91	D/D
Corona	18.12.24	Memorial Park Electricity 01/10/24 - 31/10/24	£25.59	D/D
Corona	18.12.24	Memorial Park Electricity 01/11/24 - 30/11/24	£27.12	D/D
Corona	07.01.25	Memorial Park Electricity 01/12/24 - 31/12/24	£31.08	D/D
Culligan (was Waterlogic)	15.12.24	Water Cooler Rental & Service - December 24	£43.32	D/D
Document Solutions UK Ltd	23.12.24	Photocopying Fees December 2024	£64.49	D/D
Durham County Council	05.12.24	Repairs to Tractor & Ride on Mower - Cemetery (Insurance Claim)	£1,358.01	BACS
Eon Next	02.01.25	Gas SWC 02/12/2024 - 01/01/2025	£958.74	D/D
Eon Next	02.01.25	Electricity Cemetery 01/12/2024 - 31/12/2024	£58.18	D/D
Harbro Electrical Limited	19.12.24	2 x Weatherproof Garden Boxes	£56.40	BACS
ITC Service Limited	31.12.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - January	£422.04	D/D
ITC Service Limited	05.01.25	Lenovo Laptop, Monitor, Docking Station & Set Up	£1,266.00	D/D
LMP Gardening & Rubbish Services	19.12.24	Waste Removal - SWC	£40.00	BACS
Mazars	30.11.24	External Audit	£2,016.00	BACS
Microshade Ltd	15.12.24	Hosted Application Service - Rialtas 15/12/24 - 14/01/25	£143.52	BACS
Microshade Ltd	15.01.25	Hosted Application Service - Rialtas 15/01/25 - 14/02/25	£143.52	BACS
MKM BS (Peterlee) Limited	16.12.24	Timber, Nuts, Bolts & Washers - Sunderland Rd	£44.40	BACS
NEREO	16.12.24	HR Support	£3,060.00	BACS
Octopus Energy Limited	23.12.24	Cemetery Lodge Gas & Electricity 21/11/24 - 22/12/24	£48.12	BACS
Octopus Energy Limited	24.12.24	Cemetery Lodge Gas & Electricity 23/12/24 - 23/12/24	£7.60	BACS
Octopus Energy Limited	24.12.24	Welfare House Gas & Electricity 21/10/24 - 23/12/24	£38.84	BACS
RnB Roofing	13.12.24	Replace and Seal Lead Flashing - Cemetery Chapel	£75.00	BACS
Geo Robinson & Son	30.11.24	Toilet Brush & Holder, WD40 & Key Cutting	£15.05	BACS
Scottish Power	10.12.24	SWC Electricity 06/11/2024 - 10/12/2024	£775.91	D/D

Scottish Power	06.01.25	SWC Electricity 11/12/2024 - 06/01/2025	£456.77	D/D
Screwfix Direct Limited	03.12.24	2 x Tripod Lights and Chainsaw Gloves	£109.95	BACS
Select Telecom Limited	30.11.24	Admin Phone Lines/Calls/Internet - Dec 24	£120.23	D/D
Select Telecom Limited	31.12.24	Admin Phone Lines/Calls/Internet - January 25	£114.22	D/D
Siemens Financial Services	15.12.24	Photocopier Lease 14/01/2025-13/04/2025	£178.56	D/D
Total Energies	07.12.24	CREDIT to cancel Memorial Park Electricity 01/03/24 - 01/03/24	-£0.70	CREDIT
Vodafone	20.12.24	Mobile Phones	£67.40	D/D
Wex	09.12.24	Equipment Fuel - Cemetery	£121.55	D/D
Wex	29.12.24	Vehicle Trackers	£11.98	D/D
Wex	30.12.24	Vehicle Fuel	£56.76	D/D
Wex	13.01.25	Equipment Fuel - Parks	£82.43	D/D
OTHER PAYMENTS				
Co-op Bank	05.12.24	Wages Week 35	£4,940.20	BACS
Co-op Bank	12.12.24	Wages Week 36	£5,007.54	BACS
Co-op Bank	19.12.24	Wages Week 37	£4,940.80	BACS
Co-op Bank	24.12.24	Wages Week 38	£4,933.08	BACS
Durham County Council	17.12.24	Attachment Weeks 36 - 39	£266.76	BACS
Durham County Council	17.12.24	Superannuation Weeks 36 - 39	£5,609.47	BACS
HMRC	17.12.24	PAYE Weeks 36 - 39	£5,232.20	BACS
Wave	11.12.24	Cemetery Water 11/09/2024 - 10/12/2024 (£35.00 pcm)	£158.48	D/D
		Hornden Parish Council DECEMBER 2024 TOTAL	£43,872.45	

Thorpe Road Cemetery Report 30th December 2024 to 26th January 2025

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
M77	FULL BURIAL	YES	£330.00
D539	FULL BURIAL	NO	£1,170.00
T17	FULL BURIAL	YES	£660.00
		TOTAL	£1,500.00

PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL	RESIDENT	FEE
D539	NEW PURCHASE	NO	£1,170.00
T17	NEW PURCHASE	YES	£550.00
B452	NEW PURCHASE	YES	£330.00
G828	TRANSFER	NO	£40.00
		TOTAL	£2,090.00

SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
M129	INSCRIPTION	YES	£70.00
D575A	INSCRIPTION	YES	£70.00
T14	NEW STONE	NO	£260.00
G407	INSCRIPTION	YES	£70.00
G408	NEW STONE	YES	£110.00
		TOTAL	£580.00

MISCELLANEOUS			FEE
		TOTAL	£0.00
		TOTAL INCOME	£4,170.00

HORDEN PARISH COUNCIL Current Year 2024/25

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2024	Current Account	55,018.88
31/12/2024	Public Sector Reserve Account	285.44
31/12/2024	CCLA PUB. SECTOR	1,182,795.20
31/12/2024	BUSINESS SAVERS ACCOUNT	1,595.92

1,239,695.44

Other Cash & Bank Balances

58.50

1,239,753.94

Unpresented Payments

200.00

1,239,553.94

Receipts not on Bank Statement

0.00

Closing Balance

1,239,553.94

All Cash & Bank Accounts

1	CURRENT BANK ACCOUNT	54,818.88
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	1,182,795.20
5	BUSINESS SAVERS ACCOUNT	1,595.92
	Other Cash & Bank Balances	58.50
	Total Cash & Bank Balances	1,239,553.94

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 31 December 2024 – accounts on a straight line we should be around 75%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 17%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Council
1125 – Ad Insurance	1	10,866/12,195	Annual upfront costs	Recharged to HRG	05/09/24
1126 – Ad Photocopier	1	1,101/1,200	Higher copying usage		05/09/24
1151 – Ad Bank charges	1	856/1,072	Accrual correction		03/10/24
1152 – IT Fees	1	4,240/5,500	Annual upfront costs for software		06/06/24
1304 – Cem Council Tax	2	4,850/5,418	Paid over 10 months rather than 12		11/07/24
1311 – Cem Rates	2	1,504/1,596	Paid over 10 months rather than 12		05/09/24
1320 - Cem Misc	2	3,106/20	Cemetery break in costs	To be claimed back from insurance	07/11/24
1344- Cem – Vehicle Fuel	2	394/500	Increased fuel usage		06/02/25
1349 – Cem Plaques	2	574/300	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
1411 – Pk Rates	3	674/753	Paid over 10 months		05/09/24
1413 – Pk Rents	3	410/410	Annual fee paid		05/09/24
1414 – Park Electricity	3	1,888/2,300	Higher costs due to transfer of supplier		06/06/24
1442 – Park Equipment Fuel	3	399/510	Increased fuel usage		07/11/24
1604 - SWC Council Tax	3	3,234/3,595	Paid over 10 months rather than 12		05/09/24
1611 – SWC Rates	3	6,624/7,692	Paid over 10 months rather than 12		05/09/24
1615 – SWC Gas	3	5,688/6,600	Higher costs due to transfer of supplier		06/06/24
1616 – SWC Cleaning	3	1,104/1,050	Cleaning items purchased		06/06/24
1637 – SWC Plant & Equip	3	377/350	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 and Events	4	10,824/11,500	Dday and Summer activities		05/09/24
1760 – Dog Bags	4	1,600/1,600	Paid for year		09/01/25
11045 – Bar Licences	4	180/180	Paid for year		06/06/24

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Council
1189 – Admin Misc	1	634/780	Office services/photocopying		03/10/24
1196 – Bank Interest	1	40,239/15,000	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	32,201/34,350	DDS invoiced for year		06/06/24
1799 – Poppy Wreaths	4	333/185	Will balance out with expenditure		05/09/24

14/01/2025

HORDEN PARISH COUNCIL Current Year 2024/25

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 ADMINISTRATION							
1176 PRECEPTS RECEIVED	0	645,883	645,883	0			100.0%
1189 INCOME-ADMIN MISC	71	634	780	146			81.3%
1196 INCOME-BANK INTEREST	4,913	40,239	15,000	(25,239)			268.3%
1198 LCTSS GRANT	0	96,381	96,381	0			100.0%
ADMINISTRATION :- Income	4,984	783,137	758,044	(25,093)			103.3%
1101 AD-WAGES	7,959	77,618	124,898	47,280		47,280	62.1%
1102 AD-EMPLOYERS NI	712	6,944	10,958	4,014		4,014	63.4%
1103 AD-EMPLOYERS PENSION	1,552	15,135	23,606	8,471		8,471	64.1%
1110 AD-ROOM FEES	150	1,350	1,800	450		450	75.0%
1121 AD-TELEPHONE/FAX	100	923	1,400	477		477	66.0%
1122 AD-POSTAGE	0	131	350	219		219	37.5%
1123 AD-STATIONERY	0	216	390	174		174	55.4%
1125 AD-INSURANCE	(4,065)	10,866	12,195	1,329		1,329	89.1%
1126 AD-PHOTOCOPIER	203	1,101	1,200	99		99	91.8%
1137 AD-PLANT & EQUIPMENT	0	0	220	220		220	0.0%
1151 AD-BANK CHARGES	68	856	1,072	216		216	79.9%
1152 AD-IT FEES	471	4,240	5,500	1,261		1,261	77.1%
1159 AD-PROFESSIONAL FEES	2,560	3,631	5,000	1,369		1,369	72.6%
ADMINISTRATION :- Indirect Expenditure	9,709	123,012	188,589	65,577	0	65,577	65.2%
Net Income over Expenditure	(4,725)	660,125	569,455	(90,670)			
102 ALLOTMENTS							
1281 INCOME-ALLOT RENT	0	2,403	2,400	(3)			100.1%
ALLOTMENTS :- Income	0	2,403	2,400	(3)			100.1%
1213 AL-RENTS	0	1,435	1,435	0		0	100.0%
1220 AL-MISCELLANEOUS	0	40	43	3		3	94.2%
ALLOTMENTS :- Indirect Expenditure	0	1,475	1,478	3	0	3	99.8%
Net Income over Expenditure	0	928	922	(6)			
103 CEMETERIES							
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	1,835	37,421	58,000	20,579			64.5%
1390 INCOME-MEMORIAL BENCHES	0	558	500	(58)			111.7%
CEMETERIES :- Income	1,835	42,578	58,860	16,282			72.3%
1301 CEM-WAGES	4,024	35,837	77,975	42,138		42,138	46.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	362	3,066	6,953	3,887		3,887	44.1%
1303 CEM-EMPLOYERS PENS	785	7,626	14,679	7,053		7,053	52.0%
1304 CEM-COUNCIL TAX	539	4,850	5,418	568		568	89.5%
1307 CEM-CLOTHING	0	91	375	284		284	24.2%
1311 CEM-RATES	167	1,504	1,596	92		92	94.3%
1312 CEM-WATER	35	530	2,000	1,470		1,470	26.5%
1314 CEM-ELECTRICITY	90	824	1,500	676		676	55.0%
1316 CEM-CLEANING	1	47	100	53		53	46.5%
1320 CEM-MISCELLANEOUS	1,132	3,106	20	(3,086)		(3,086)	15528.4
1321 CEM-TELEPHONE/FAX	28	253	356	103		103	71.0%
1336 CEM-BUILDINGS	80	165	850	685		685	19.4%
1337 CEM-PLANT & EQUIP	0	45	500	455		455	9.0%
1338 CEM-TOOLS	0	(2)	200	202		202	(0.8%)
1339 CEM-EQUIP REPAIRS	0	1,072	3,500	2,428		2,428	30.6%
1340 CEM-GROUNDS MAINTNCE	6	998	3,000	2,002		2,002	33.3%
1342 CEM-EQUIPMENT FUEL	101	1,473	3,000	1,527		1,527	49.1%
1343 CEM-VEHICLE MAINTNCE	0	203	3,500	3,297		3,297	5.8%
1344 CEM-VEHICLE FUEL	88	394	500	106		106	78.7%
1345 CEM-VEHICLE TAX/INS	(84)	461	680	219		219	67.8%
1346 CEM-HORTICULTURE	0	291	1,320	1,029		1,029	22.1%
1347 CEM-HEALTH & SAFETY	0	45	100	55		55	44.6%
1349 CEM - PLAQUES	0	574	300	(274)		(274)	191.3%
1359 CEM-PROFESSIONAL FEE	0	415	637	222		222	65.1%
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	13,036	26,072	26,073	1		1	100.0%
1364 CEM-MEMORIAL BENCHES	0	298	500	202		202	59.5%
CEMETERIES :- Indirect Expenditure	20,391	98,105	160,043	61,938	0	61,938	61.3%
Net Income over Expenditure	(18,556)	(55,528)	(101,183)	(45,655)			
6000 plus Transfer from EMR	0	5,984	0	(5,984)			
Movement to/(from) Gen Reserve	(18,556)	(49,543)	(101,183)	(51,640)			
104 PARKS							
1483 INCOME-PK GROUND FEE	0	1,636	1,700	64			96.2%
1486 INCOME-PK SLAND RD BUNG RENT	308	2,772	3,528	756			78.6%
1489 INCOME-PK MISC	0	148	0	(148)			0.0%
PARKS :- Income	308	4,556	5,228	672			87.1%
1401 PK-WAGES	10,066	104,819	130,382	25,563		25,563	80.4%
1402 PK-EMPLOYERS NI	733	7,317	9,915	2,598		2,598	73.8%

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	1,581	16,859	19,909	3,050		3,050	84.7%
1407 PK-CLOTHING	0	131	390	259		259	33.7%
1411 PK-RATES	75	674	753	80		80	89.4%
1413 PK-RENTS	0	410	410	0		0	100.0%
1414 PK-ELECTRICITY	331	1,888	2,300	412		412	82.1%
1416 PK-CLEANING	0	35	100	65		65	34.9%
1420 PK-MISCELLANEOUS	0	0	20	20		20	0.0%
1421 PK-TELEPHONE/FAX	28	259	348	89		89	74.4%
1436 PK-BUILDINGS	200	722	2,000	1,278		1,278	36.1%
1437 PK-PLANT & EQUIPMENT	75	75	500	425		425	15.0%
1438 PK-TOOLS	0	0	100	100		100	0.0%
1439 PK-EQUIP REPAIRS	0	208	1,500	1,292		1,292	13.9%
1440 PK-GROUNDS MAINT	62	1,461	2,000	539		539	73.1%
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	17	33	250	217		217	13.1%
1448 PK-PLAY EQUIPMENT	66	178	100,000	99,822		99,822	0.2%
1459 PK-PROFESSIONAL FEES	0	376	3,000	2,624		2,624	12.5%
PARKS :- Indirect Expenditure	13,233	136,642	275,965	139,323	0	139,323	49.5%
Net Income over Expenditure	(12,925)	(132,086)	(270,737)	(138,651)			
106 S.W.C.							
1682 INCOME-SWC LETTINGS	2,462	32,201	34,350	2,149			93.7%
1688 INCOME-SWC CATERING	0	0	50	50			0.0%
1689 INCOME-SWC MISC	0	130	0	(130)			0.0%
S.W.C. :- Income	2,462	32,331	34,400	2,069			94.0%
1601 SWC-WAGES	2,623	25,437	34,472	9,035		9,035	73.8%
1602 SWC-EMPLOYERS NI	166	1,637	2,184	547		547	75.0%
1603 SWC EMPLOYERS PENSION	370	3,617	4,710	1,093		1,093	76.8%
1604 SWC-COUNCIL TAX	359	3,234	3,595	361		361	90.0%
1607 SWC-CLOTHING	0	0	60	60		60	0.0%
1611 SWC-RATES	736	6,624	7,692	1,068		1,068	86.1%
1612 SWC-WATER	88	740	2,000	1,260		1,260	37.0%
1614 SWC-ELECTRICITY	671	5,403	7,150	1,747		1,747	75.6%
1615 SWC-GAS	886	5,688	6,600	912		912	86.2%
1616 SWC-CLEANING	125	1,014	1,050	36		36	96.6%
1636 SWC-BUILDINGS	75	6,619	11,400	4,781		4,781	58.1%
1637 SWC-PLANT & EQUIP	36	377	350	(27)		(27)	107.6%
1638 SWC-TOOLS	0	0	50	50		50	0.0%

Month No: 9

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	0	135	500	365		365	27.1%
1649 SWC-CATERING	0	49	75	26		26	65.9%
1659 SWC-PROFESSIONAL FEE	0	0	1,000	1,000		1,000	0.0%
1663 SWC-TRADE WASTE	195	1,125	1,557	432		432	72.3%
S.W.C. :- Indirect Expenditure	6,330	61,700	84,645	22,945	0	22,945	72.9%
Net Income over Expenditure	(3,868)	(29,369)	(50,245)	(20,876)			
107 GENERAL PURPOSES							
1777 INCOME-GP EXTERNAL FUNDING	0	7,679	0	(7,679)			0.0%
1778 INCOME-GP EVENTS	0	42	0	(42)			0.0%
1790 INCOME-GP DOG BAGS	76	1,107	1,600	493			69.2%
1799 INCOME-POPPY WREATHS	0	333	185	(148)			180.2%
GENERAL PURPOSES :- Income	76	9,162	1,785	(7,377)			513.3%
1710 GP-ROOM FEES	90	500	450	(50)		(50)	111.1%
1719 GP-CHAIR'S ALLOWANCE	800	1,581	2,071	490		490	76.3%
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	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	220	10,824	11,500	676		676	94.1%
1757 GP-AUDIT	1,680	0	5,450	5,450		5,450	0.0%
1758 GP-ELECTION	0	0	2,000	2,000		2,000	0.0%
1759 GP-PROFESSIONAL FEES	0	2,167	3,397	1,230		1,230	63.8%
1760 GP-DOG BAGS	0	1,600	1,600	0		0	100.0%
1761 GP-POPPY WREATHS	0	313	185	(128)		(128)	169.1%
GENERAL PURPOSES :- Indirect Expenditure	2,790	25,479	42,793	17,314	0	17,314	59.5%
Net Income over Expenditure	(2,714)	(16,318)	(41,008)	(24,691)			
108 GRANTS							
1863 OTHER GRANTS	730	7,757	22,500	14,743		14,743	34.5%
1864 WELFARE PARK GRANTS	0	0	86,435	86,435		86,435	0.0%
GRANTS :- Indirect Expenditure	730	7,757	108,935	101,178	0	101,178	7.1%
Net Expenditure	(730)	(7,757)	(108,935)	(101,178)			

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
109 CAPITAL PURCHASES							
1975 INCOME-ASSETSALE	0	1,275	0	(1,275)			0.0%
CAPITAL PURCHASES :- Income	0	1,275	0	(1,275)			
1963 CP-CAPITAL PURCHASES	0	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	0	16,250	60,590	44,340	0	44,340	26.8%
Net Income over Expenditure	0	(14,975)	(60,590)	(45,615)			
110 BAR							
11045 BAR LICENCES	0	180	180	0		0	100.0%
BAR :- Indirect Expenditure	0	180	180	0	0	0	100.0%
Net Expenditure	0	(180)	(180)	0			
112 WINTER WARM HUBS							
11264 WINTER HUB EXPENDITURE	0	0	1,500	1,500		1,500	0.0%
WINTER WARM HUBS :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
Net Expenditure	0	0	(1,500)	(1,500)			
113 FLOWER & VEGETABLE SHOW							
11377 INCOME-FLOWER&VEG DONATIONS	0	0	850	850			0.0%
FLOWER & VEGETABLE SHOW :- Income	0	0	850	850			0.0%
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	0	0	850	850	0	850	0.0%
Net Income over Expenditure	0	0	0	0			
Grand Totals:- Income	9,666	875,441	861,567	(13,874)			101.6%
Expenditure	53,184	470,601	925,568	454,967	0	454,967	50.8%
Net Income over Expenditure	(43,518)	404,840	(64,001)	(468,841)			
plus Transfer from EMR	0	5,984	0	(5,984)			
Movement to/(from) Gen Reserve	(43,518)	410,825	(64,001)	(474,826)			

Cash Withdrawals & Debit Card Transactions:

02/01/2025 – MER – Charge Works Van - CJ – £11.80

08/01/2025 – MER – Charge Works Van – CJ - £14.81

09/01/2025 – WEL Medical – AED Pads – CJ - £71.94

13/01/2025 – MER – Charge Works Van – CJ - £13.21

22/01/2025 – MER – Charge Works Van – CJ - £13.59

27/01/2025 – MER – Charge Works Van – CJ - £14.86

TOTAL £140.21

HORDEN PARISH COUNCIL

Finance Reports

1. Background

- 1.1 Officers currently bring monthly bank balance, budget, cash withdrawal and bank transfer reports to Council.
- 1.2 At the budget preparation workshops for 2025/26 it was suggested that quarterly reports would be sufficient.
- 1.3 As the informal briefings held with councillors cannot make decisions, this report is for Council to consider the frequency of reporting required in future.

2. Recommendation - Council is recommended to consider the frequency of finance reporting from officers.

**Samantha Shippen,
Clerk to the Council
January 2025**

Horden Parish Council Invoices for Payment January 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	16.01.25	Mini Projector - SWC	£59.88	BACS
Culligan (was Waterlogic)	16.01.25	Water Cooler Rental & Service - January 2025	£43.32	D/D
Culligan (was Waterlogic)	22.01.25	CREDIT Water Cooler & Service Nov, Dec Jan	-£34.56	D/D
Octopus Energy Limited	22.01.25	Cemetery Lodge Gas & Electricity 24/12/2024 - 21/01/2025	£61.52	BACS
Octopus Energy Limited	22.01.25	Welfare House Gas & Electricity 24/12/2024 - 21/01/2025	£53.48	BACS
Vodafone	20.01.25	Mobile Phones	£22.76	D/D
OTHER PAYMENTS				
Co-op Bank	02.01.25	Wages Week 39	£4,872.37	BACS
Co-op Bank	09.01.25	Wages Week 40	£4,872.58	BACS
Co-op Bank	16.01.25	Wages Week 41	£4,574.59	BACS
Co-op Bank	23.01.25	Wages Week 42	£4,449.42	BACS
Co-op Bank	30.01.25	Wages Week 43	£4,449.02	BACS
Durham County Council	29.01.25	Attachment Weeks 40 - 43	£266.79	BACS
Durham County Council	29.01.25	Superannuation Weeks 40 - 43	£5,225.19	BACS
HMRC	29.01.25	PAYE Weeks 40 - 43	£4,817.19	BACS
Wave	13.01.25	SWC Water 13/10/2024 - 12/01/2025 (£88.00 pcm)	£299.65	D/D
		Horden Parish Council JANUARY 2025 TOTAL	£34,033.20	

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 and wellbeing.
- 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.

- What proposals are there for renovation of the space;

To fit a key control to above roller shutter door ensuring the roller shutter is fully operational inside and out, if not this will be replaced.

To have a purpose built steel boxing to top of roller shutter

Test and renew electrics

To remove old lighting within new workshop area supply

fit x2 led lighting within workshop area

fit a electric radiator with timer & built in

thermostat

fit x2 new sockets within workshop area

fit flooring and complete any plastering/painting required

add a counter at the front of the space and fit the space out with industrial fridges, freezers and shelving

ensure up to date health and safety equipment is in place

including fire extinguishers fire exit signs first aid kits etc

install alarm and potentially CCTV

- How would you propose to separate the space from the SWC?

We will ensure a lockable door is in place to separate the space from the rear of the space.

We would refurb the roller shutter as an entry and exit point ensuring access via this to minimise impact on staff based within the welfare.

Agenda Item 12

- There is no alarm that covers that part of the building, how would you propose to secure the premises?

Potentially installing alarm and/or CCTV. We have both at Horden Hub House so should be able to add these on.

- What days/times would you operate;

We are initially thinking Tuesdays and Thursdays 12-3.

We will be creating an annual membership for residents and implementing a formal structured approach.

We will be looking to supply food and household products from well-known brands at deeply discounted prices, all powered by surplus and donated food from our amazing partners. For those on the cusp of food poverty, this helps feed families while making sure perfectly good products don't go to waste. By supporting the distribution of surplus stock you are supporting a better future for the environment. Waste poses a huge environmental threat when not dealt with correctly and food waste in particular generates a substantial amount of carbon emissions that contribute to climate change.

Members will pay an agreed annual amount (TBC) and receive a vast range of items on a weekly basis which they can choose themselves, in accordance with the available produce at any given time. Stock will be frequently rotated from week to week, and members will be encouraged to develop a healthier lifestyle via the stock on offer and via our nutritionist who will be on hand to offer advice and support, offering deals and special offers and encouragement to choose products to provide for a varied and healthy diet

Reminder: COVID-19 Day of Reflection 2025

On 12 December 2024, the government [confirmed that next year a COVID-19 Day of Reflection will take place on 9 March](#) to remember the pandemic and its impact on communities.

The COVID-19 Day of Reflection is one of the ten recommendations set out by the UK Commission on COVID-19 Commemoration.

To mark the fifth anniversary of the pandemic, people in the UK are invited to come together to remember and reflect on this period of our history as well as their own experiences.

The day will be an opportunity for the public to remember and commemorate those who lost their lives during the pandemic, reflect on the sacrifices made and the impact on our daily lives, and pay tribute to the work of health and social care staff, frontline workers, researchers and all those who volunteered and showed acts of kindness during this unprecedented time.

[Members of the public can find more information about the day and resources to help them mark the Day of Reflection on GOV.UK.](#)

Why we mark the Day of Reflection

The UK Commission on Covid Commemoration was set up to find appropriate ways to remember those who lost their lives since the pandemic began, and to explore how we mark this period of our history.

The Commission held an in depth consultation with those most impacted by the pandemic, including representatives from bereaved family organisations. In September 2023 it published its [final report](#), recommending an annual UK-wide day of reflection.

By continuing to hold a Day of Reflection, in line with previous years, we hope to offer communities across the country the opportunity to join together in commemoration of those who lost their lives.

On Sunday 9 March 2025, people are invited to:

- remember and commemorate those who lost their lives since the pandemic began
- reflect on the sacrifices made by many, and on the impact of the pandemic on us all
- pay tribute to the work of health and social care staff, frontline workers and researchers

Agenda Item 13

- appreciate those who volunteered and showed acts of kindness during this unprecedented time

Planning or attending events is not the only way to take part. Here are some ideas for activities that people and groups have used before.

- Making a 'mini memorial' to place in your window or elsewhere to spread awareness.
- Lighting a candle in memory of someone you have lost.
- Holding a moment of silent reflection for others.
- Sharing memories or photos of loved ones or writing your experiences down.
- Donating to a charity that helped you or your community during the pandemic.
- Signing an online book of remembrance, to leave a digital tribute.
- Performing an act of kindness for a friend, family member or neighbour.

To: General Secretary
Cc: Cameron Inglis
Subject: Digital Skills Survey

Classification : Official

Hi Brian,

Could an email be sent to our members requesting they participate in a digital skills survey?

This could be a stand-alone email, or you may wish to incorporate it into your marketing for the Spring Conference. Suggested wording is below;

In preparation for our conference on the 28th February to 2nd March 2025 - A Councillor in a Digital World – could I ask you to complete the Digital Skills Survey to inform future development needs? I've included the link to the survey, and it would be appreciated if you could take the time to complete this. <https://forms.office.com/e/EjV3AgLk2g>

Completing the survey will help us identify the digital strengths across the NAC membership and identify areas/themes where additional support and training may be needed.

Thank you in advance for your support.

Regards,

Graeme
Councillor, Inverclyde North

From: General Secretary
Sent: 28 January 2025 11:25
Subject: NAC Conference, A Councillor in a digital World

**National Association of Councillors Conference
28th February to 2nd March 2025
A Councillor in a Digital World
The Normandy Hotel, Inchinnan Road, Renfrew, Glasgow PA4 9EJ**

27.01.25

Dear Colleagues,

You are invited to the spring conference hosted by The Scottish Region of the NAC at The Normandy Hotel in Renfrew. The hotel is located 1 mile from Glasgow International Airport and close to Glasgow City Centre.

Developing digital skills is an ongoing task. In response to members' requests, there will be a hands-on session at a local computer workshop within an IT suite.

Artificial Intelligence (AI) has the potential to enhance local government efficiency by improving services and providing deeper insights into community needs. As a Councillor, understanding this advancement and its implications for your role and responsibilities is important.

The Conference will interest members and officers from all local authorities. On Saturday evening, Civic leaders from Local Authorities in Scotland will attend a dinner, which will include Scottish entertainment.

To book a place at the Conference, please complete the attached form and return it by email or post.

Yours Faithfully

B.Nelson

Councillor Brian Nelson

General Secretary

Councillor Brian Nelson

National Secretary

National Association of Councillors

NATIONAL ASSOCIATION OF COUNCILLORS

CONFERENCE

28th February to 2nd March 2025

A Councillor in a Digital World

[The Normandy Hotel](#), Inchinnan Road, Renfrew, Glasgow PA4 9EJ

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.