

Horden Parish Council

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

28th March 2025

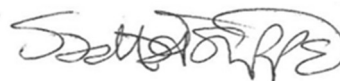
Dear Member

You are summoned to attend the Horden Parish Council Meeting to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 6th March 2025 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 3rd April 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 6th March 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)** – to consider report(s).
7. **Cemetery Burial and Income Report 24/02/25 -23/03/25 (enclosed)** – to receive the information.
8. **Outdoor Team Manager Report** – to consider the report.
9. **Exclusion of Press and Public. In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Council is requested to RESOLVE to exclude the press and public from the meeting for the following items of business on the grounds that it involves information prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.**
10. **Cemetery Layout report** – to consider the report.
11. **Bank Transfer(s)** – to approve any transfer(s).
12. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
13. **Members/Officers Allowances** - To consider any claims for approval.
14. **Complaints Procedure Review** – to consider for approval
15. **Policies Review:**
 - a) **Late Payments Bad Debt Policy** - to consider for approval.
 - b) **Acceptance for Interment Policy** - to consider for approval.
 - c) **Confidential Reporting Policy** - to consider for approval.
 - d) **Information Data Protection Policy** – to consider for approval.
 - e) **Publication Scheme** – to consider for approval.
 - f) **Risk Management and Strategy Policy** - to consider for approval.
16. **Horden 125th Anniversary** – to consider report from Working Group held on 10th March 2025.
17. **Events Working Group** – to consider report from Working Group held on 25th March 2025.

- 18. Hooked on Crafts Request** – to consider request.
- 19. Sunderland Road Bungalow** – to consider request
- 20. SWC Garage** – to note the information.
- 21. Telephone Kiosks Consultations** – to consider any response.
- 22. NAC Finance Conference** – to consider any response.



Samantha Shippen
Clerk to the Council
28th March 2025

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 6 March 2025

Present: Councillor F Leadbitter (Chairman)
 Councillors C Cain, E, Laing, W Morrow, C Robson, W Smith, A Turner, J Ward, L Williams and P Wood.

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

HPC **Apologies for Absence.**

24/25/222 **RESOLVED:** That apologies be **APPROVED** for Councillors R Bagnall, T Baldasera, D Tait and F Winrow.

HPC **Declarations of Interest.**

24/25/223 No Declarations of interest were made.

HPC **Minutes of the Horden Parish Council Meeting held 6 February 2025.**

24/25/224 **RESOLVED:** The minutes be confirmed as a true record and signed by the Chairman.

HPC **Public Participation.**

24/25/225 No Members of the public were present.

Councillors C Cain and A Turner entered the meeting at 6:10pm.

HPC **Park Equipment Purchases.**

24/25/226 **RESOLVED:** Council **APPROVE** the purchase of the following equipment: Ride on Mower – Supplier 1 (Toro 3100-d Ride on Mower (Demo) for £34,500; Pedestrian Cylinder Mower – Supplier 1 (Ransomes Mastiff 91 Pedestrian Cylinder Mower) for £5,400; and Mower – Supplier 3 (Weilbang Legacy 56 Pro mower) for £1,458.

HPC **Cemetery Planters.**

24/25/227 **RESOLVED:** Council **APPROVE** to site 2 planters near to the letters to heaven post box.

HPC **Grants Houses Allotments.**

24/25/228 **RESOLVED:** Council **AGREED** that Councillors F Leadbitter and A Turner to look at completing the forms and report back to Council at next meeting.

Councillor F Leadbitter left the meeting at 6:45pm.

Councillor W Morrow took over as Chair.

HPC **Register of Delegated Decisions.**

24/25/229 There were no delegated decisions to report.

HPC **Damage and Incident Report(s).**

24/25/230 There were no reports to consider

HPC **Cemetery Burial and Income Report 27 January 2025 to 23 February 2025.**

24/25/231 **RESOLVED:** Council **NOTE** the information.

HPC **Outdoor Team Manager Report.**

24/25/232 **RESOLVED:** Council **NOTE** the report and requested that the Outdoor Team Manager be invited to a meeting with the Council.

Councillor P Wood entered the meeting at 6:50pm.

HPC **Bank Transfer(s).**

24/25/233 There were no bank transfers to report.

HPC **Invoices for endorsement for payment.**

24/25/234 **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £34,677.77. Councillors F Leadbitter and W Morrow to authorise.

HPC **Members/Officers Allowances.**

24/25/235 No claims received.

HPC **2024/25 Review of the Effectiveness Internal Controls.**
 24/25/236 **RESOLVED:** Council **APPROVE** the 2024/25 Review of the Effectiveness Internal Controls.

Risk Management Review.
 HPC a) **Strategic.**
 24/25/237 **RESOLVED:** Council **APPROVE** the Strategic Risk Management Review.

HPC b) **Financial.**
 24/25/238 **RESOLVED:** Council **APPROVE** the Financial Risk Management Review.

Policies Review:
 HPC a) **Asset Management Policy.**
 24/25/239 **RESOLVED:** Council **APPROVE** the Asset Management Policy.

HPC b) **Anti-Fraud and Corruption Policy.**
 24/25/240 **RESOLVED:** Council **APPROVE** the Anti-Fraud and Corruption Policy.

HPC c) **Planning Applications Delegation Policy.**
 24/25/241 **RESOLVED:** Council **APPROVE** the Planning Applications Delegation Policy.

HPC d) **Debit Card Procedure Policy.**
 24/25/242 **RESOLVED:** Council **APPROVE** the Debit Card Procedure Policy.

HPC **Business Waste Recycling.**
 24/25/243 **RESOLVED:** Council **APPROVE** the report, with consideration given to education of service users to the centre, clearly marked bins and an acknowledgement that on occasions non-compliance will occur and fines to be recharged to users if clearly identified.

Councillor P Laing left the meeting at 8:05pm.

HPC **Morven Hawthorn Pit Connection Project Consultation.**
 24/25/244 **RESOLVED:** Council **ADVISE** the Clerk to respond to the consultation.

Meeting concluded at 8:15pm

Horden Parish Council Invoices for Payment February 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	24.01.25	Hand Towels, Toilet Rolls, Final Exit Sign	£80.55	BACS
Amazon	17.02.25	Hand Towels CREDIT	-£24.70	CREDIT
Amazon	20.02.25	Mobile Phone - Parks	£72.50	BACS
Amazon	20.02.25	Mobile Phone Case and Screen Protector - Parks	£10.17	BACS
Amazon	04.03.25	Paper Towels - SWC	£26.24	BACS
Amazon	04.03.25	Cleaning Materials - SWC	£96.02	BACS
Banner Group Ltd	04.03.25	Stationery - SWC	£38.38	BACS
Co-operative Bank	03.03.25	BACS/FD Online Fees 01/02/2025 - 28/02/2025	£67.98	D/D
Corona Energy	21.01.25	Sunderland Road Pavilion Electricity 01/09/24 - 30/09/24 CREDIT	-£95.10	CREDIT
Corona Energy	21.01.25	Sunderland Road Pavilion Electricity 01/10/24-31/10/24 CREDIT	-£147.79	CREDIT
Corona Energy	21.01.25	Sunderland Road Pavilion Electricity 01/09/24 - 30/09/24 RECALCULATION	£119.38	D/D
Corona Energy	21.01.25	Sunderland Road Pavilion Electricity 01/10/24 - 31/10/24 RECALCULATION	£123.50	D/D
Corona Energy	21.01.25	Sunderland Road Pavilion Electricity 01/12/24 - 31/12/24	£127.83	D/D
Corona Energy	06.02.25	Sunderland Road Pavilion Electricity 01/01/25 - 31/01/25	£159.32	D/D
Corona Energy	06.02.25	Memorial Park Electricity 01/01/2025 - 31/01/2025	£33.71	D/D
Document Solutions	28.02.25	Photocopying Fees February 2025	£42.00	D/D
Durham County Council	05.03.25	Repair Kubota Light Unit & Service Kubota & John Deere	£832.53	BACS
DWP Joinery Serv.	05.02.25	Vermin Control	£56.00	BACS
Eon Next	04.03.25	Gas SWC 01/02/2025 - 28/02/2025	£1,458.31	D/D
Eon Next	04.03.25	Electricity Cemetery 03/02/2025 - 02/03/2025	£51.51	D/D
ITC Service Limited	28.02.25	Unifi Security & Office 365 Officers & Domain /Hosting/Estate Management & 365 Backup - March	£422.04	D/D
Pat Lavery Ltd	11.02.25	Renew Rear Pads/Discs/Rear ABS Sensor - Iveco	£576.00	BACS
Magnum Cleaning	28.02.25	Window Cleaning - SWC	£45.00	BACS
Microshade Ltd	15.02.25	Hosted Application Service - Rialtas 15/02/25 - 14/03/25	£143.52	BACS
Octopus Energy Ltd	22.02.25	Cemetery Lodge Gas & Electricity 22/01/25 - 20/02/25	£49.21	BACS
Octopus Energy Ltd	27.02.25	Cemetery Lodge Gas & Electricity 22/02/25 - 26/02/25	£17.98	BACS
Octopus Energy Ltd	22.02.25	Welfare House Gas & Electricity 21/01/25 - 20/02/25	£48.30	BACS
Octopus Energy Ltd	28.02.25	Welfare House Gas & Electricity 22/02/25 - 27/02/25	£4.61	BACS
Scottish Power	04.02.25	SWC Electricity 07/01/2025 - 04/02/2025	£701.03	D/D
Scottish Power	05.03.25	SWC Electricity 05/02/2025 - 05/03/2025	£620.58	D/D
Select Telecom Ltd	31.01.25	Admin Phone Lines/Calls/Internet - February 2025	£121.99	D/D
Vodafone	20.02.25	Mobile Phones - Outdoor Team Manager	£30.66	D/D
Vodafone	20.02.25	Mobile Phone - Parks	£10.00	D/D
Wex	17.02.25	Vehicle Fuel - Iveco	£39.46	D/D
Wex	23.02.25	Vehicle Trackers	£14.40	D/D
OTHER PAYMENTS				
Co-op Bank	06.02.25	Wages Week 44	£4,595.43	BACS
Co-op Bank	13.02.25	Wages Week 45	£4,455.02	BACS
Co-op Bank	20.02.25	Wages Week 46	£4,467.48	BACS
Co-op Bank	27.02.25	Wages Week 47	£5,053.31	BACS
Durham County Council	24.02.25	Attachment Weeks 44 - 47	£266.76	BACS
Durham County Council	24.02.25	Superannuation Weeks 44 - 47	£5,234.21	BACS
HMRC	24.02.25	PAYE Weeks 44 - 47	£4,632.44	BACS
		Horden Parish Council FEBRUARY 2025 TOTAL	£34,677.77	

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 19-3-25 8.30am
Location: Memorial Park
Damage Found (please give as much detail as possible)
Small ladder panel behind work building approx 10ft length - upon further inspection - Local flashings had been removed from Roof of work building to 2 sides and attempted removal from one other
DHM 19032025 - 0134.
CRIME NO: CR100603499

Completed by: R. P. Smith Date: 19-3-25

Police Notified: ☒ YES / NO Officer dealing:

Time Police notified: 11-15AM

Remedial Action Taken:

Removed ladder - Told John Pease - phone police.

OFFICE USE:

Has available CCTV been checked: YES / NO

Is this an Insurance Claim: YES / ~~NO~~

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO: YES

Is this a disposal of an Asset: YES/NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:

Completed by: C JACKSON Date: 19/03/25

Date received by Parish Council Office: 19/03/25

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident:	8-3-25 Approx 5-15pm
Location:	Cemetery Thorne RD.
Damage Found (please give as much detail as possible)	Kyle Rang me and said Lock on main gate to Cem had been cut off with angle grinder "broken blade on floor" - I came back to work and spoke to John Peace via phone about fetching tractor and ride on back to H. Park - I helped Lock get on up and proceeded to Cem - me and Kyle drove the machines down and put them in the workshop - I RANG 101 and told police of damage and concern for a possible break in - and asked if police could keep eye on Cemetery.

Completed by: R. Rang Date: 10-3-25

Police Notified: ☒ YES / NO Officer dealing: PC 1844 Raul Worrell
Time Police notified: 6.50pm 8-3-25

Remedial Action Taken: incident no DHM-08032025-0330

Rang J. R - Replaced Lock - moved machine - Rang police

OFFICE USE:

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

Is this an Insurance Claim: YES/NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset: YES/NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO: N/A

Completed by: C. Jackson Date:

Date received by Parish Council Office: 10/3/25

CR100601523 Crime number.

Thorpe Road Cemetery Report 24rd February To 23rd March 2025

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
S11	FULL BIURIAL	YES	£330.00
G744	FULL BIURIAL	NO	£1,170.00
S12	FULL BIURIAL	NO	£1,170.00
GARDEN D 11	ASHES	NO	£780.00
G692	FULL BIURIAL	YES	£330.00
		TOTAL	£3,780.00

PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
S11	NEW PURCHASE	YES	£330.00
S12	NEW PURCHASE	NO	£1,170.00
T9	RESERVED PLOT	YES	£1,100.00
T14	TRANSFER VIA ASSIGNMENT	NO	£40.00
C948	RE-PURCHASE	NO	£1,170.00
G692	NEW PURCHASE	YES	£330.00
B116	NEW PURCHASE	YES	£220.00
		TOTAL	£4,360.00

SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
T16	HEADSTONE	YES	£110.00
GARDEN D 39	ADD INSCRIPTION	YES	£70.00
		TOTAL	£180.00

SUPPLY OF MEMORIAL PLAQUE			
PLAQUE		NO	£325.00
		TOTAL	£325.00

MISCELLANEOUS			FEE
		TOTAL	£0.00
		TOTAL INCOME	£8,645.00

**Horden Parish Council
Outdoor Team Manager Report**

1. Background

This monthly report is to provide the council with a program of works which were carried out in the park and facilities, over the period of Thursday 27th February 2025 to 27th March 2025

2. Parks and Facilities Update

2.1 Sunderland Road Playing fields

- Both fields have been cut every week including the bank sides, leading onto the houses.
- The boundaries have been strimmed.
- Following the weekend games we have a regular litter picking programme
- Changing facilities cleaned out prior to the next games, which will be stepping up more frequently due to increased use with the light nights coming in.
- The two pitches are marked out every week in preparation of the weekend games.

2.2 Play Areas

- The play areas are inspected every week, two were found to be in good condition
- Third play area at Maritime crescent at grants houses, we found that one of the hinges had come away from the entrance gate: Gate has been removed and taken away to be repaired.

2.3 Memorial Park

- The park is opened every morning by council staff, who carry out litter picking
- Grassed areas within the park are cut and strimmed every week
- All of the bedding schemes have been weeded, including the elevated beds
- The elevated bedding area will need some attention before we carry out the planting of the summer bedding scheme as there is decaying wood, which will need replacing
- The bins are emptied every week.

2.4 Cemetery

- The Cemetery has been cut every week since the weather has warmed up
- All Christmas wreaths have been removed
- Several graves have been topped up
- Bins emptied every week
- 2 flower tubs have been sited next to the new seat
- The post box is ready for planting with summer bedding
- We have had five internments since the last report

3. Recommendation

The Council are recommended to note the report.

John Peace
Outdoor Team Manager
March 2025

Cemetery Layout Report

1. Background

This monthly report on the new burial section of the T section from Thursday 27th February 2025 to 27th March 2025.

2. Cemetery Layout

In the first few weeks of my new role, I started to do a plan of the new T section. Having measured the width and length, I discovered that the burials were tapering in, so the width was not as wide as the start of the first headstone. This meant that the graves are not running parallel with the exiting path (please see drawings). This would mean the loss of many grave spaces.

There are two options to consider:

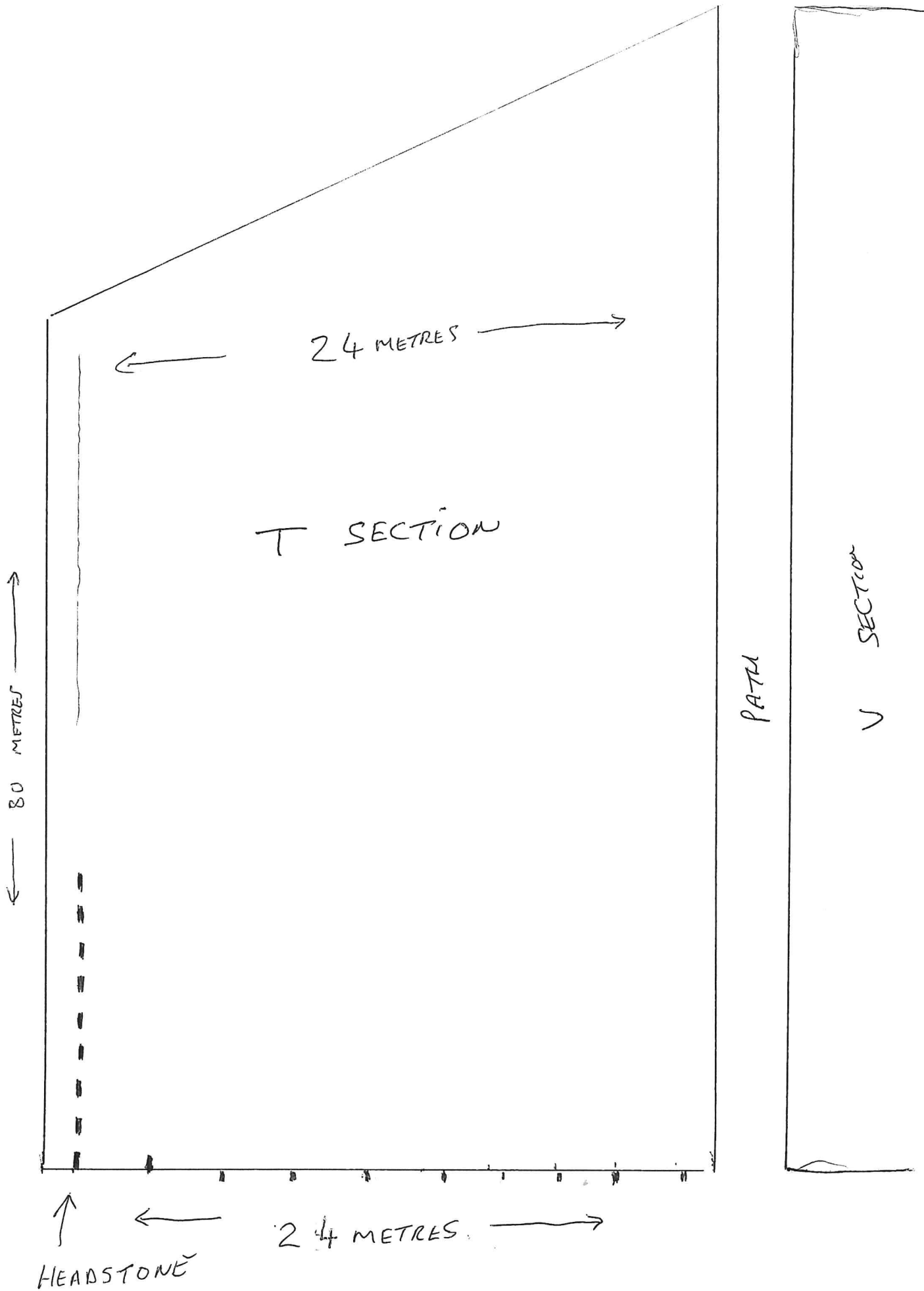
The first is to carry on the line which we are going on, this meaning we are not square to the path and will look unsightly, when nearly full.

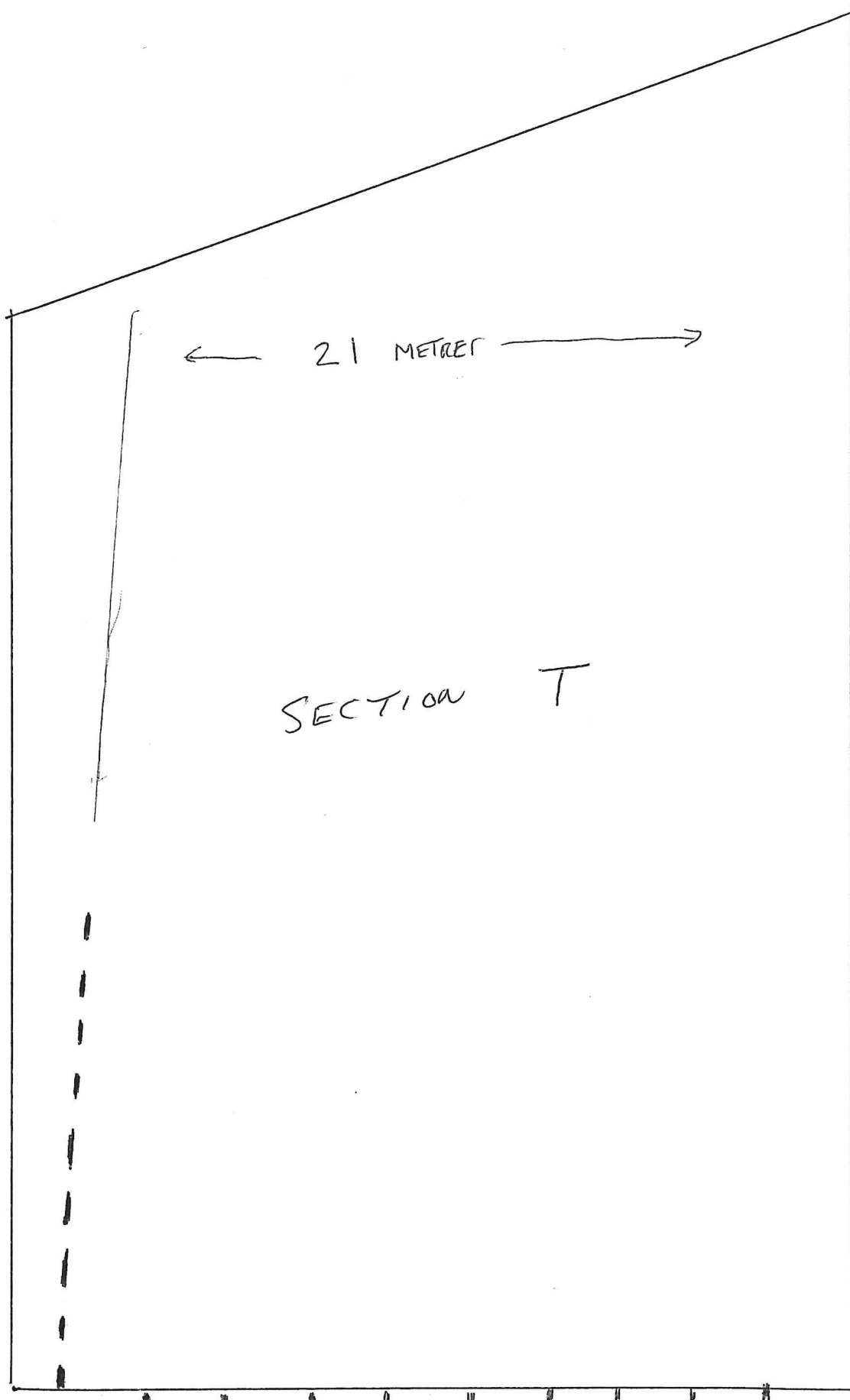
The second option is to pull back on-line so that it is square. The downside to this is when we come down the second row near to the area, which is off-line, we will lose approximately, seven spaces.

3. Recommendation

The Council is recommended to choose option two.

John Peace
Outdoor Team Manager
March 2025





SECTION T

PATH.

SECTION ✓

Horden Parish Council Invoices for Payment March 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Banner Group Ltd	26.03.25	Laminating Pouches	£10.61	BACS
CISWO	24.03.25	Sunderland Road Annual Rent 25/03/25 - 24/03/26	£409.94	BACS
C N 24Hour Locksmith	06.03.25	Supply & Fit Lockable Handle Upstairs Toilet - SWC	£90.00	BACS
Corona Energy	06.03.25	Sunderland Road Pavilion Electricity 01/02/25 - 28/02/25	£136.06	D/D
Corona Energy	13.03.25	Memorial Park Electricity 01/01/25 - 31/01/25 CREDIT	-£33.71	CREDIT
Corona Energy	13.03.25	Memorial Park Electricity 01/01/25 - 31/01/25 RECALCULATION	£26.47	D/D
Corona Energy	13.03.25	Memorial Park Electricity 01/02/25 - 28/02/25	£29.98	D/D
Durham County Council	10.03.25	Cemetery Lodge Council Tax 01/04/2025 - 31/03/2026 (£570.84 1st month £566.00 monthly x 9)	£5,664.84	D/D
Durham County Council	10.03.25	Cemetery Council Tax 01/04/2025 - 31/03/2026 (£208.26 1st month £209.00 monthly x 9)	£2,089.26	D/D
Durham County Council	10.03.25	SWC Council Tax 01/04/2025 - 31/03/2026 (£736.25 1st month £736.00 monthly x 9)	£7,360.25	D/D
Durham County Council	10.03.25	Sunderland Road Pavillion Council Tax 01/04/2025 - 31/03/2026 (£73.50 1st month £75.00 monthly x 9)	£748.50	D/D
Durham County Council	10.03.25	Welfare House Council Tax 01/04/2025 - 31/03/2026 (£374.56 1st month £378.00 monthly x 9)	£3,776.56	D/D
Lloyd Limited	12.03.25	Toro 3100 Mower	£40,200.00	313564
Microshade Business Ltd	15.03.25	Hosted Application Service - Rialtas 15/03/2025 - 14/04/2025	£143.52	BACS
Octopus Energy Limited	25.03.25	Welfare House Gas & Electricity 28/02/2025 - 24/03/2025	£28.63	BACS
Octopus Energy Limited	25.03.25	Cemetery Lodge Gas & Electricity 27/02/2025 - 24/03/2025	£33.93	BACS
Stephen Ragg	06.03.25	Internal Audit 2024/2025	£3,675.00	BACS
Rickerby Limited	10.03.25	Ransomes Mastiff 91 Hand Mower	£6,480.00	BACS
Geo Robinson & Son	28.02.25	Brush, Varnish. Beeswax Polish, Turps, Bolts, Gloves & Toilet Seat - Cemetery	£70.94	BACS
Select Telecom Ltd	28.02.25	Admin Phone Lines/Calls/Internet - Mar 25	£119.04	D/D
Siemens Financial Services	15.03.25	Photocopier Lease 14/04/25- 13/07/25	£178.56	D/D
Thinford Nurseries Limited	17.03.25	Winter Bedding Plants - Memorial Park, Cemetery & Tubs	£759.60	BACS
Uniform Supplies Limited	20.01.25 rcvd 27.03.25	Fleece & 3 x Polo Shirts - AL	£58.19	BACS
Vodafone	20.03.25	Mobile Phones	£49.70	D/D

Agenda Item 12

Wex	24.03.25	Equipment Fuel - Cemetery	£84.32	D/D
OTHER PAYMENTS				
Co-op Bank	06.03.25	Wages Week 48	£5,183.32	BACS
Co-op Bank	13.03.25	Wages Week 49	£4,903.08	BACS
Co-op Bank	20.03.25	Wages Week 50	£4,903.91	BACS
Co-op Bank	27.03.25	Wages Week 51	£5,289.48	BACS
Wave	11.03.25	Cemetery Water 11/12/2024 - 10/03/2025 (£35.00 pcm)	£233.90	D/D
		Horden Parish Council MARCH 2025 TOTAL	£92,703.88	

HORDEN PARISH COUNCIL

COMPLAINTS PROCEDURE

A complaint is an expression of dissatisfaction, however made, about the standard of service, actions, or lack of action by the Council or its staff affecting a customer or a group of customers.

This procedure covers complaints about the administration, decision making or procedures of the Council.

Complaints about individuals are a separate matter; complaints about an employee would be dealt with as an employment issue and where applicable, covered under the Council's Grievance and /or Disciplinary Procedures.

Complaints about a Councillor should be made under the Council's Code of Conduct to the Monitoring Officer at Durham County Council. Complaints about policy decisions made by the Council ~~shall~~ may be referred back to the Council for their consideration.

Horden Parish Council takes the views of local people seriously and needs to be aware when there is dissatisfaction in the services which the Council delivers. The outcome of a complaint will assist the Council in reviewing and where necessary changing the way services are delivered.

Formal complaints shall be dealt with by the Clerk to the Council in the first instance but may be referred to Council or a relevant committee where necessary.

Making a Complaint

1. Complainants should make complaints about the Council's decisions, procedures or administration in writing to the Clerk. The complainant shall clearly outline the basis of their complaint (including any supporting documents) and clearly state what expected outcome they are seeking as a result of the complaint.
2. Within five working days of receipt of a complaint, the Clerk shall acknowledge the receipt of the complaint in writing, to the complainant. The Clerk will try to achieve a positive outcome to the complaint informally.
3. The Clerk or other officer shall report to the next meeting of the Council any written complaint disposed of informally with the complainant.
4. Where a complaint cannot be settled informally, within five working days of ~~receipt of a~~ establishing the informal route is not suitable, complaint, a date shall be set for the Council or an appointed committee to consider the complaint and the complainant advised in writing of this date.
5. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
6. Not less than five clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting.
7. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

1. The Council/committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. ~~Any decision on a complaint shall be announced at the Council meeting in public.~~
2. The Chairman of the meeting shall introduce everyone.
3. The Chairman of the meeting shall explain the procedure.
4. The complainant (or their representative) shall outline the grounds for complaint.
5. The members of the committee may ask any question of the complainant.
6. If relevant, the Clerk or other officer shall explain the Council's position.
7. Members may ask any question of the Clerk or other officer.
8. The Clerk, or other officer and the complainant shall be offered the opportunity of last word (in this order).
9. The complainant shall be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, the complainant shall be invited back).
10. The complainant shall return to hear the decision, or to be advised when the decision shall be made.
11. Any decision on a complaint shall be announced at the Council meeting in public.

~~10.~~12. The decision of the Council shall be final.

After the Meeting

~~11.~~13. The decision shall be confirmed in writing within five working days together with details of any action to be taken.

Reviewed: ~~28th May 2009~~ March 2025

Adopted:

Minute Number:

Review Date:

HORDEN PARISH COUNCIL

LATE PAYMENTS (BAD DEBTS) POLICY

1. INTRODUCTION

- 1.1 This policy outlines the Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulation 9.413.3.

2. POLICY

- 2.1 All accounts due will be collected in accordance with Financial Regulation 9.13.34 and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the ~~Finance and General Purposes Committee~~ Council.

Overdue accounts and bad debts shall be treated in the following manner:-

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Parish Council.
- (ii) Any bad debts that cannot be recovered shall be referred to the ~~General Purposes Committee~~ Council for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.

3. CREDIT CONTROL

- 3.1 Invoices are raised and reminders generally sent, where necessary, at 30, 60 and 90 day intervals.
- 3.2 After 90 days, a letter is sent by recorded delivery to the debtor advising that if no payment is made within seven days, the debt will be passed to a debt collector for recovery.
- 3.3 In some instances, specific debts will be reported to the ~~Finance and General Purposes Committee~~ Council prior to being passed to the debt collector.
- 3.4 Where the debt collector is unable to secure payment, the debt will be referred to the ~~General Purposes Committee~~ Council.
- 3.5 In all cases no further credit will be allowed until all current debts have been cleared.

4. TENANTS

- 4.1 Where bad debts relate to rent or other outstanding invoices from tenants, the Officers will take whatever actions are deemed appropriate by the ~~Finance and General Purposes Committee~~ Council.

5. WRITE OFFS

- 5.1 The Council recognises that where a debt is irrecoverable, prompt and regular write off of such debts is good practice.

5.2 The Council will seek to minimise the cost of write offs by taking all necessary action to recover what is due. Debts will be subject to the full recovery, collection and legal procedures as outlined in this policy.

5.3 Any debts to be written off will be reported to the ~~General Purposes Committee~~ Council and must fall into at least one of the following categories:-

- (i) Small balances/overpayments.
- (ii) Deceased or untraceable liable parties.
- (iii) Balances are uneconomical to pursue.
- (iv) Balances have been unsuccessfully pursued.
- (v) Recovery procedures exhausted.
- (vi) Customer formally insolvent / bankrupt / in liquidation / in- administrative receivership.
- (vii) Not in the Council's or Public interest to pursue further.
- (viii) Insufficient evidence to justify legal action.

5.4 The write off schedule will contain the following specific information for each case:-

- (i) Customer name.
- (ii) Invoice number or reference.
- (iii) Date of invoice.
- (iv) Amount of debt.
- (v) Reason for write off.
- (vi) Recovery history.
- (vii) Date of write off.
- (viii) Authorisation of write off.

Adopted: ~~on~~ 11 July 2024

Minute Reference: (HPC24/25/072) ~~to be~~

Rreviewed: every 5 years.

HORDEN PARISH COUNCIL
Policy for Acceptance of Interment Policy

Horden Parish Council by resolution at a meeting held on 7th March 2003 introduced a regulation to amend the Rules of Management of Thorpe Road Cemetery, Horden in relation to the acceptance of interment. This policy was amended on 10th May 2007.

Horden Parish Council shall from 10th May 2007 accept for interment only those deceased persons who are:-

a) Residents of the Parish of Horden.

- (i) and have lived within the Parish boundaries within the past 12 months.
- (ii) In the case of a stillborn child, they shall be deemed to have been resident of the Parish if one of their parents lives within the Parish.
- (iii) For serving members of HM Forces resident at the time of death in temporary quarters outside of Horden, but whose parents are resident within the Parish of Horden.

b) Non-residents of Horden who have,

- (i) Resided within the Parish of Horden for a minimum of 12 months within the previous 10 year period.
- (ii) Have an immediate blood relative already buried within the Cemetery. (An immediate blood relative shall be Mother, Father, Brother, Sister or Child grandparent or grandchild.)
- (iii) Husband, wife or civil partner already buried within the Cemetery.

This policy shall not affect those reserved plots which were purchased prior to 7th March 2003.

It shall be the responsibility of the person(s) making burials arrangements to prove compliance with this regulation by completing the necessary forms available from the ~~Parks & Cemetery~~ Manager Parish Council Office.

S J Shippen FCIS

Clerk to the Council

Originally Adopted: 10/5/07

Reviewed: 6/3/25

Next Review: 2029

HORDEN PARISH COUNCIL

CONFIDENTIAL REPORTING POLICY **(WHISTLEBLOWING)**

~~November 2017~~ March 2025

Policy Version v.12

1. INTRODUCTION

1.1 Employees are often the first to realise that there may be something seriously wrong within the Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

1.2 The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed.

1.3 Horden Parish Council is committed to the highest possible standards of openness, probity and accountability. This commitment is outlined in HR policies and the Council's ~~Employee Code of Conduct and~~ Member Code of Conduct.

1.3-4 The Code of Conduct outlines the Council's commitment to encourage and protect staff who disclose information in relation to matters which they feel breach the high standards expected within the authority. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

1.4-5 The policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This Confidential Reporting Policy is intended to encourage and enable employees to raise serious concerns within the Council rather than overlooking a problem or "blowing the whistle" outside.

1.5-6 The policy applies to all employees, Elected Members and those contractors working for the Council ~~on council premises~~. It also covers suppliers and those providing services under a contract with the Council.

1.6-7 These procedures are in addition to the Council's Complaints procedures and any other statutory reporting procedure.

2. AIMS AND SCOPE OF THIS POLICY

2.1 This policy aims to:

- a) Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice.
 - b) Provide avenues for you to raise those concerns and receive feedback on any action taken.
 - c) Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
 - d) Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.
- 2.2 There are existing procedures in place to enable you to lodge a grievance relating to your own employment.
- 2.3 Any serious concerns that you have about any aspect of service provision or the conduct of officers or members of the Council or others acting on behalf of the Council can be reported under the Confidential Reporting Policy. The Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of other procedures. These include:
- Conduct which is an offence or a breach of law
 - Disclosures related to miscarriages of justice
 - Health and safety risks, including risks to the public as well as other employees
 - Something which makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Council subscribes to
 - Falls below established standards of practice
 - The unauthorised use of public funds
 - Possible fraud and corruption
 - Sexual or physical abuse
 - Amounts to improper conduct
 - Damage to the environment
 - Other unethical conduct

This list is a guide and should not be exhaustive.

3. SAFEGUARDS

3.1 Harassment or Victimisation

3.2 The Council is committed to good practice and high standards and wants to be supportive of employees.

3.3 The Council recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you are providing a service.

3.4 The Council will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern under this procedure in good faith.

3.5 Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect you.

4. CONFIDENTIALITY

4.1 All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

5. ANONYMOUS ALLEGATIONS

5.1 This policy encourages you to put your name to your allegations whenever possible.

5.2 Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Council.

5.3 In exercising this discretion the factors to be taken into account would include:

a) The seriousness of the issues raised

b) The credibility of the concern; and

c) The likelihood of confirming the allegation from attributable sources.

6. UNTRUE ALLEGATIONS

6.1 If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you which will be in accordance with the severity of the allegation raised.

7. HOW TO RAISE A CONCERN

- 7.1 Minor issues will continue to be dealt with on a ~~day-to-day~~day-to-day basis by your immediate manager or supervisor. However, in relation to serious issues of the type likely to be reported under this policy, you should approach the Clerk. The Council believes that this ~~high-level~~high-level reporting reflects the seriousness and sensitivity of the issues involved within the scope of the Confidential Reporting Policy.
- 7.2 Should the matter involve the Clerk then employees are encouraged to raise the issue with the ~~Durham County Council Monitoring Officer~~ Chairman of the Council, ~~which will not constitute a disclosure outside of the Council for the purposes of the policy.~~
- 7.3 Concerns may be raised verbally or in writing. Staff who wish to make a written report are invited to use the following format:
- a) The background and history of the concern (giving relevant dates)
 - b) The reason why you are particularly concerned about the situation.
- 7.4 The earlier you express the concern the easier it is to take action.
- 7.5 Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.
- 7.6 Advice/guidance on how to pursue matters of concern will be available from: The Clerk, the County Durham Association of Local Councils ~~County Council Monitoring Officer~~ or Public Concern at Work ~~Protect (Protect - Speak up stop harm - Whistleblowing Homepage).~~
- 7.7 You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.
- 7.8 -You may invite your trade union, professional association representative or a friend to be present during any meetings or interviews in connection with the concerns you have raised.

8. HOW THE COUNCIL WILL RESPOND

- 8.1 The Council will respond to your concerns. Do not forget that testing your concerns is not the same as either accepting or rejecting them.
- 8.2 Where appropriate, the matters raised may be:
- a) ~~Be~~ investigated by management, internal audit, or through the disciplinary process
 - b) ~~Be~~ referred to the police
 - c) ~~Be~~ referred to the external auditor

~~d) Form the subject of an independent inquiry~~

8.3 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

8.4 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

8.5 Within ten working days of a concern being raised, the responsible person i.e. the Clerk will write to you:

a) ~~a~~Acknowledging that the concern has been received

b) ~~i~~Indicating how they propose to deal with the matter

c) ~~g~~Giving an estimate of how long it will take to provide a final response

d) ~~t~~Telling you whether any initial enquiries have been made, and

e) ~~t~~Telling you whether further investigations will take place and if not, why not.

8.6 The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Council will seek further information from you.

8.7 Where any meeting is arranged, off-site if you so wish, you can be accompanied by a union or professional association representative or a work colleague.

8.8 The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the Council will arrange for you to receive advice about the procedure.

8.9 The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, they will inform you of the outcome of any investigation.

8.10 Appendix 1 attached shows how the Council will manage any concerns raised.

9. THE RESPONSIBLE OFFICER

9.1 The Clerk has overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report to the Council.

10. HOW THE MATTER CAN BE TAKEN FURTHER

10.1 This policy is intended to provide you with an avenue within the Council to raise concerns. The Council hopes you will be satisfied with any action taken. If you are not, and if you feel it is right to take the matter outside the Council, the following are possible contact points:

- a) ~~t~~The external auditor
- b) ~~y~~Your trade union
- c) ~~y~~Your local Citizens Advice Bureau
- d) ~~r~~Relevant professional bodies or regulatory organisations
- e) ~~a~~A relevant voluntary organisation
- f) ~~t~~The police
- g) ~~Public Concern at Work~~Protect

10.2 If you do take the matter outside the Council you should ensure that you do not disclose confidential information.

PATH OF COMPLAINT

INDIVIDUAL/GROUP RAISES COMPLAINT/VERBALLY OR IN WRITING



Written report received stating background and history of concern and the reason for concern



Passed to Clerk who carries out initial inquiry



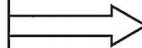
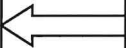
Feedback given after 10 working days



YES

Resolved?

NO



Investigation Completed



Further investigation needed by either;

- By management Council.
- By internal audit.
- Referred to the external auditor.
- Referred to the police.
- Through the disciplinary process.
- Forms the subject of an independent enquiry.

Outcome Decided

Provide feedback on final outcome

Complainant should raise the complaint with an outside body

Horden Parish Council Information and Data Protection Policy

~~May 2018~~ April 2025

Information & Data Protection Policy

Introduction

In order to conduct ~~its-our~~ business, services and duties, Horden Parish Council processes a wide range of data, relating to ~~its-our~~ own operations and some which ~~it-we~~ handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact ~~it-us~~ for information, to access ~~its-our~~ services or facilities or to make a complaint.

Horden Parish Council will adopt procedures and manage responsibly, all data which ~~it-we~~ handles and will respect the confidentiality of both ~~its-our~~ own data and that belonging to partner organisations ~~it-we~~ works with and members of the public. In some cases, ~~it-we~~ will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

~~This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.~~

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of ~~all~~ information which is not personal or confidential, ~~it-we~~ will be prepared to make it available to partners and members of the Parish ~~area's~~ communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

~~Horden Parish Council recognises it~~ ~~We recognise that we~~ must at times, keep and process sensitive and personal information about both employees and the public, ~~it-we has-have~~ therefore adopted this policy not only to meet ~~its-our~~ legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which ~~become-became~~ law on 25th May 2018 ~~and will like the the Data Protection Act 1998 before them,~~ seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.

- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Horden Parish Council processes **personal data** in order to:

- fulfil ~~its~~ our duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.

- pursue the legitimate interests of ~~its~~our business and ~~its~~our duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor ~~its~~our activities including the equality and diversity of ~~its~~our activities
- fulfil ~~its~~our duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about ~~its~~ Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact ~~it~~us for information, or to access a service, or make a complaint.
- undertake surveys, ~~censuses~~ and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil ~~its~~our objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- Email: ~~hordencouncil@btconnect.com~~ admin@horden-pc.gov.uk
- Phone: 0191 5180823
- Correspondence: The Parish Clerk, Horden Parish Council, Horden Social Welfare Centre, Seventh Street, Horden, Peterlee, Co Durham SR8 4LX.

Diversity Monitoring

~~Horden Parish Council~~We monitors the diversity of ~~its~~our employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way ~~it~~we conducts ~~its~~our activities. ~~It~~We undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as

selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Horden Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where-ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares 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.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Clerk to the Council.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Clerk to the Council.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Clerk to the Council.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk to the Council.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk to the Council or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees ~~through the Employee handbook.~~

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage ~~local~~ people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the ~~W~~website and sent to the local media. The Council publishes an annual ~~programme-diary~~ in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its ~~W~~website or at its ~~O~~offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken ~~after consultation with the Chairman~~, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being

disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. ~~It will include an appropriate operating procedure in its integrated quality management system.~~

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

~~Government has also issued a further~~The Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Horden Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above ~~£100~~£500.
- ~~• End of year accounts~~
- Annual Governance ~~Statements~~and Accountability Returns
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Originally Adopted by Council - 7th June 2018 HPC 18/19/043

Reviewed: **date**

Review Date: ~~July 2019~~April 2027

Information available from Horden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard copy & website	50p/£1 per sheet for hard copy
Contact details for Parish Clerk and Council members	Hard copy & website	50p/£1 per sheet for hard copy
Location of main Council office and accessibility details	Hard copy & website	50p/£1 per sheet for hard copy
Staffing structure	Hard copy & website	50p/£1 per sheet for hard copy
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy & website	50p/£1 per sheet for hard copy

Agenda Item 15e

Finalised budget	Hard copy & website	50p/£1 per sheet for hard copy
Precept	Hard copy to every household with Council Tax demand. Website.	50p/£1 per sheet for hard copy
Borrowing Approval letter	Hard copy	50p/£1 per sheet for hard copy
Financial Standing Orders and Regulations	Hard copy & website	50p/£1 per sheet for hard copy
Grants given and received	Hard copy & website	50p/£1 per sheet for hard copy
List of current contracts awarded and value of contract	Hard copy	50p/£1 per sheet for hard copy
Members' allowances and expenses (published annually)	Hard copy & website	50p/£1 per sheet for hard copy
Expenditure exceeding £500	Hard copy & website	50p/£1 per sheet for hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy & website	50p/£1 per sheet for hard copy
Strategic Plan (when prepared)	Hard copy & website	50p/£1 per sheet for hard copy

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy & website	50p/£1 per sheet for hard copy
Agendas of meetings (as above)	Hard copy & website	50p/£1 per sheet for hard copy
Minutes of meetings (as above)	Hard copy & website	50p/£1 per sheet for hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	50p/£1 per sheet for hard copy
Responses to consultation papers	Hard copy	50p/£1 per sheet for hard copy
Responses to planning applications (also available on Planning Portal)	Hard copy	50p/£1 per sheet for hard copy
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy & website	50p/£1 per sheet for hard copy

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Council-Policies, Rules and Regulations	Hard copy & website Hard copy & website Hard copy & website Hard copy & website	
Policies and procedures for the provision of services and about the employment of staff	Hard copy	50p/£1 per sheet for hard copy
Records management policies (records retention, destruction and archive)	Hard copy	50p/£1 per sheet for hard copy
Schedule of charges (for the publication of information)	Hard copy & website	50p/£1 per sheet for hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	20p/50p/£1 per sheet for hard copy

Any publicly available register or list	Hard copy	50p/£1 per sheet for hard copy
Assets Register	Hard copy	50p/£1 per sheet for hard copy
Disclosure log	Hard copy	50p/£1 per sheet for hard copy
Register of members' interests Council-Councillors (individual pages)	Hard copy & website	50p/£1 per sheet for hard copy
Register of gifts and hospitality Council-Councillors (individual pages)	Hard copy & website	50p/£1 per sheet for hard copy

Local Authority Land	Hard copy & website	50p/£1 per sheet for hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	50p/£1 per sheet for hard copy
Burial grounds and closed churchyards	Hard copy	50p/£1 per sheet for hard copy
Community centres and village halls	Hard copy	50p/£1 per sheet for hard copy
Parks, playing fields and recreational facilities	Hard copy	50p/£1 per sheet for hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy	50p/£1 per sheet for hard copy
Bus shelters	n/a	50p/£1 per sheet for hard copy
Markets	n/a	50p/£1 per sheet for hard copy
Public conveniences	n/a	50p/£1 per sheet for hard copy
Agency agreements	n/a	50p/£1 per sheet for hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy & website	50p/£1 per sheet for hard copy

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk to the Council, Social Welfare Centre, Seventh Street, Horden, Co Durham SR8 4LX.
Tel: 0191 5180823 email: admin@horden-pc.gov.uk website: Horden Parish Council

APPROVED BY COUNCIL: HPC 18/19/091, 04/10/2018.

REVIEW: April 2027

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p/£1 per sheet (black & white) £1.00 per sheet (colour)	Running cost *
	Website downloads free	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the cost incurred by the public authority including printing cost and administration staff time .

Horden Parish Council Risk Management Policy and Strategy

July 2018

Risk Management Policy Statement

1. Introduction

Horden Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy ~~in line with the Chartered Institute of Public Finance and Accountancy~~ in order to protect the Council from avoidable losses.

2. Responsibilities

This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties.

3. Definition

Risk is an event or action which will adversely affect an organisation's ability to achieve its objectives.

Risk Management is the process by which risks are **identified, evaluated and controlled**.

4. Aims

The Council's aims with respect to risk management are as follows:

- a) To integrate risk management into the culture of the Council.
- b) To raise awareness of risk management.
- c) To manage risk in accordance with best practice.
- d) To minimise losses, injury and damage and reduce the cost of risk.
- e) To ensure appropriate actions are taken to address identified risks.
- f) To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils' system of internal control.
- g) To ensure appropriate actions are taken to identify and reduce risks.

These aims will be achieved through the Council's Risk Management Strategy which details the roles, responsibilities and actions necessary to manage risk.

The co-operation of all Members and Officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk and to ensure the Council does not fail to seize opportunities which benefit the community.

Risk Management Strategy

Aim

This strategy sets out the framework on which risk management processes at Horden Parish Council are based. This framework ensures a consistent approach is taken to embed risk management into the culture, ethos, policies and practices of the Council.

Strategic Objectives

The objectives of this strategy are:

- to ensure that all parties understand their roles and responsibilities, and are adequately skilled to perform these roles;
- to follow a structured framework for the identification, assessment and evaluation of risks;
- to demonstrate improved outcomes as a result of risk management, including the successful delivery of innovative and challenging projects;
- to ensure that the approach to managing risk is proportionate to the risk involved and provides value for money;
- to meet statutory and best practice requirements in relation to risk management;
- to assist the Council to anticipate and effectively respond to changing conditions;
- to ensure a corporate approach is adopted across the Council which facilitates informed, transparent and risk-managed decision making;
- to ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
- to ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
- to provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

Categories of Risk

The risks facing the council are split into Strategic, Financial and Operational. Strategic and Financial Risks may threaten the achievement of the Council's objectives. Operational Risks may be encountered in day-to-day activities.

To deliver these objectives

- Risk management awareness will be provided to ensure that all staff and Members have received relevant guidance to effectively undertake their roles and responsibilities for risk management.
- Management Reports which support key decisions will disclose details of the significant risks associated with that decision.
- Strategic, financial and operational risk registers will be compiled with each risk linked to the relevant strategic objective and analysed in terms of likelihood and impact, with a prioritised action plan to direct its risk management activity. These will be reviewed at least annually.
- The ~~Risk Management Sub-Committee~~Council will review Operational Risk Registers to determine whether risks are being actively managed.
- The ~~Risk Management Sub-Committee~~Council will determine the overall impact and likelihood of the council's strategic and financial risks for quarterly review by Full Council at least annually.
- Based on the appetite for risk, management will either tolerate, treat or transfer the risk, or where appropriate, terminate the activity which causes the risk to occur.

- Internal Audit will ensure that the audit plan includes a review of control systems for operational and strategic risk.
- A systematic approach to the identification, prioritising and mitigation of risk according to the likelihood of occurrence and potential impact on the Council's services will be undertaken. The systematic approach will adopt the following steps:

	Steps	
1	Identifying risk	Risks will be identified during service delivery planning processes and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against probability and impact of the identified risks using the Council's Strategic Risk Assessment Criteria (Appendices 1 and 2) to give a risk score.
3	Profiling risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the risk score, existing controls and potential impact.
5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.
7	Monitoring	<p>The Risk Management Sub-Committee will keep strategic, financial and operational risk registers under review and progress actions for quarterly review by the Full Council.</p> <p>The registers will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks should be a continual process and risks emerging throughout the year should be evaluated and, where necessary, added to the register.</p>

Originally Approved by Council: 6th September 2018

HPC 18/19/073

Reviewed: 3rd April 2025

Date: ~~September 2020~~ April 2027

APPENDIX 1

HORDEN PARISH COUNCIL STRATEGIC RISK ASSESSMENT CRITERIA - IMPACT FACTORS

Factor and Description		Financial	Service Delivery/ Performance	Stakeholder and Reputation
5	Critical	£35,000 AND OVER 5% of overall Budget	<ul style="list-style-type: none"> Inability to meet statutory duties Key services can no longer be delivered. Significant legal action or challenge Intervention or sanctions by regulatory body / prosecution or litigation (including corporate manslaughter) Strike action which is Council-wide or service-wide in a critical service for a long period (in context of a project, this can also mean that the project cannot proceed, or that several critical opportunities cannot be achieved) 	<ul style="list-style-type: none"> Perception of the majority of potential partners and stakeholders that the Council is not 'fit to deal with'. Loss of life
4	Major	£21,000 - £35,000 3% - 5% of overall budget	<ul style="list-style-type: none"> Major disruption to some statutory and / or non statutory services i.e. key service delivery adversely affected. Strike action which is Council-wide or service-wide in a critical service for a short period. (in context of a project, this can also mean major disruption to delivering the project, or that a critical opportunities cannot be achieved) 	<ul style="list-style-type: none"> Serious reputational damage to the Council regionally/ nationally/ internationally Damage to relationships with central government or other public bodies e.g. Environment Agency, other Councils Perception of small number of potential partners and stakeholders that the Council is not 'fit to deal with'. Serious injury to individual
3	Moderate	£7,000 - £21,000 1% - 3% of overall budget	<ul style="list-style-type: none"> Moderate disruption to statutory and / or non statutory services i.e. some disruption to service delivery. Service fails to maintain existing status under inspection regimes. Limited strike action within a service (in context of a project, this can mean moderate disruption to delivering the project, or moderate impact on achieving opportunities) 	<ul style="list-style-type: none"> Results in negative Regional or National press / media coverage Minor reputational damage to the Council Major criticism by other stakeholders e.g. partners, central government Significant impact on the quality of life for a large section of the community
2	Minor	£1,400 - £7,000 0.2% - 1% of overall budget	<ul style="list-style-type: none"> Minor service disruption / customer dissatisfaction i.e. little disruption to service delivery – no long term or permanent impact on key services Capable of resolution by Service Manager (in context of a project, this can mean minor disruption to delivering the project, or minor impact on achieving opportunities) 	<ul style="list-style-type: none"> Results in negative press coverage within County Durham Minor criticism by Community or other stakeholders. Significant number of complaints from service users Serious reputational damage to own service area Significant impact on the quality of life for a small section of the community
1	Insignificant	£1,400 and under < 0.2% and under overall budget	<ul style="list-style-type: none"> Insignificant service disruption e.g. very little or no disruption to services Impairment of quality of service (in context of a project, this can mean insignificant disruption to delivering the project, or insignificant impact on achieving opportunities) 	<ul style="list-style-type: none"> Results in negative press coverage within the locality / ward Insignificant criticism by community or other stakeholders. Insignificant number of complaints from service users Minor reputational damage to own service area

APPENDIX 2

HORDEN PARISH COUNCIL STRATEGIC RISK ASSESSMENT CRITERIA – LIKELIHOOD FACTORS

Factor and Description		Expected Frequency
5	Highly Probable	<ul style="list-style-type: none"> • More than once a year • Something that is already occurring or is likely to be a regular occurrence throughout a one year period • Inevitable i.e. the event is expected to occur in most circumstances • >80% chance of occurring
4	Probable	<ul style="list-style-type: none"> • Once a year • Something that has occurred in the last year, or is likely to occur at least once throughout a one-year period. • Probable or where the conditions of the loss occur on a regular basis i.e. the event will probably occur in most circumstances • 61% to 80% chance of occurring
3	Possible	<ul style="list-style-type: none"> • Every 1-3 years • Likely only to happen at some point over the next 1 to 3 years. • Possible but responding to well understood situations i.e. the event might occur at some time • 31% to 60% chance of occurring
2	Unlikely	<ul style="list-style-type: none"> • Every 3-5 years • Likely only to happen at some point over the next 3 to 5 years or likely to continue to occur i.e. the event is not expected to occur • 11% to 30% chance of occurring
1	Remote	<ul style="list-style-type: none"> • Over 5 years • Rare activity or is unlikely based on current intelligence i.e. the event may only occur in exceptional circumstances • < 10% chance of occurring

HORDEN PARISH COUNCIL

125th Anniversary Working Group

Meeting Attendance

Clerk Sam Shippen, SWC and Events Manager Angela Lee, Maureen McGregor and Susan Gannon Heritage Centre and Tea Rooms, Joanna Foy Coalfields Regeneration Trust, Fr Kyle, Mark Dornford-May Ensemble'84

Apologies

Cllr Chris Cain, Cllr Jackie Ward

1 Background

1.1 The purpose of this report is to summarise the discussion at the 125th Working Group meeting held on 10th March 2025

2 School Logo Competition

2.1 OLSS have agreed that their school will take part with the logo competition. Creative Youth Opportunities are liaising with the schools for suitable dates to provide workshops. Creative Youth Opportunities are still happy to provide the workshops for free.

3 Miners Picnic Event

3.1 Pitmen Poets are now confirmed
3.2 Fr Kyle to look into picnic boxes
3.2 SAG to be done as soon as possible.
3.4 Martyn's Law is currently working its way through Parliament the Parish Clerk has suggested that all staff do/update an online Action Counters Terrorism E-Learning course

4 Mining and Heritage Display

4.1 Waiting for confirmation dates for Kidders Luck to play at the Tearoom/Heritage centre

5 History of Horden Book

5.1 Colin Robson has advised that some of the book is scannable and would possibly not be ready for August

6 Slide Show

6.1 Some slides in the County archives have been recognized as not of Horden and are repetitive images
6.2 The Heritage Centre may have copies and select ones could possibly be made into a video

7 Veg and Flower Show

7.1 The Clerk has been asked to work on the schedule

8 Coalfields Regeneration Trust

8.1 Joanna Foy has advised that CRT will fund refreshments for Shelter, Football matches, Bowls and Creative Youth Opportunities events.

9 Shelter

9.1 Shelter have identified a videographer and several residents who are willing to tell their stories of living/have lived in the numbered streets. The necessary budget

has been secured to fund the Film

9.2 No update on the Barn Dance

10 Ensemble '84

10.1 Mark Domford-May now have a large timeline 1900 – present day to work with for the play. They would like help to set ticket prices.

11 Hooked on Crafts

11.1 Hooked on Crafts have requested a second open day

12 Creative Youth Opportunities

12.1 No update still waiting on decision on funding

13 New Events

13.1 To approach The Comrades to enquire if they could add to the celebrations and put on a Through the decades evening

14 Date of next meeting

14.1 Date agreed 19th May 5pm

Angela Lee

SWC and Events Manager

HORDEN PARISH COUNCIL

EVENTS WORKING GROUP

Meeting Attendance

Chairman Cllr Frank Leadbitter, Cllr Cheryl Robson, SWC and Events Manager Angela Lee

Apologies

Cllr Pat Laing

1 Background

1.1 The purpose of this meeting was to approve the 2025 Events Plan

2 Events

2.1 The 2025 Events plan was approved, with the exception of the Christmas Lantern Parade.

2.2 Due to the unknown 2025 increase cost of the Remembrance Day road closure the Working Group are to reconvene at a later date to decide the approval of the Lantern Parade

Angela Lee

SWC and Events Manager

March

From:

Sent: 27 March 2025 10:46

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

Subject: Hooked on crafts -agenda room hire

To Horden Parish Council

Firstly, on behalf of Hooked on Crafts, I would like to express our gratitude to Horden Parish Council for permitting us to use the venue as our new home. It has been a successful year for us, and all our members are excited about the new space. The year 2025 is shaping up to be an exciting time for the community, as Hooked on Crafts has engaged with No More Nowt and is involved in cultivating culture through several promising new projects that align with the celebration of our village's 125th anniversary. Consequently, we have organised several events in the upcoming months.

In light of this, we respectfully request that the Parish Council consider waiving the room hire fees for these events. We have four events planned throughout the year, which would total 16 hours of room usage. I kindly request that this email be included on the appropriate agenda for the next council meeting, where details of the events will be provided.

Thank you for your attention.

Members of Hooked on Crafts

[Sent from Sky Yahoo Mail for iPhone](#)


To Horden Parish Council

I would like to ask
permission to build a small
greenhouse adjoining my
garden shed.

Size approx 6ft x 5ft
Wood and corrugated sheets
Obviously removed if we
left the bungalow.

Thank you for your consideration

Allan Roberts
Horden Welfare House
Sunderland Road.



From: Paula Snowdon <paula.snowdon@coalfields-regen.org.uk>

Sent: 12 March 2025 14:03

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

Cc: Events <events@horden-pc.gov.uk>; Deputy - Horden Parish Council <deputy@horden-pc.gov.uk>

Subject: RE: Updated proposal

Hi Sam

We have had follow up discussions following the recent visit to the garage space of the welfare and we have come to the conclusion that we will not be moving forward with a lease and a refurb for an extension to our food provision.

Thank you for your time and support with this

Kind regards
Paula



Paula Snowdon

Regional Development Manager

07706340227 | 01914473340

The Coalfields Regeneration Trust is a Charity registered in England and Wales (No. 1074930), a Charity registered in Scotland (No. SCO39277) and a Company Limited by Guarantee registered in England and Wales (No.3738566). The Registered Address is 1 Waterside Park, Valley Way, Wombwell, Barnsley, South Yorkshire, S73 0BB. Telephone 01226 270800.

This email, including any attachments, is confidential and may be legally privileged. If it is received by mistake please let us know and delete it from your system - do not read or copy it or disclose its contents to anyone. Any liability (in negligence or otherwise) arising from any third party relying on this email is excluded. Emails are not secure and cannot be guaranteed to be free of errors or viruses. It is your responsibility to scan emails and attachments for viruses before opening them. No responsibility is accepted for emails unconnected with our business. Messages may be monitored for compliance purposes and to protect our business.

From: Clare Walton <Clare.Walton@durham.gov.uk>
Sent: 07 March 2025 12:21
To: Clerk - Horden Parish Council <clerk@horden-pc.gov.uk>
Cc: ian.mclean@durham.gov.uk; Cllr June Clark June.Clark@durham.gov.uk
Subject: FW: [EXTERNAL]:RE: Telephone Box Removal PRE90/25/00412 Telephone Kiosk Opposite The Bell Sunderland Road Horden

Good afternoon

Town and Country Planning Act 1990 (as amended)
Proposed Removal of telephone kiosk
For BT Payphones

Over the past decade there has been a decline of 90% in payphone usage as a result of significant changes in communication in the UK, 98% of the UK now has either 3G,4G or 5G coverage. This is important because such coverage makes it possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider. Furthermore, a recent Ofcom report has found that most people do not view payphones as essential for most consumers in most circumstances.

As part of BT's Universal Service Obligation, it is required that payphone provision is to meet reasonable needs, however BT constantly needs to review payphone usage and on occasions look to realign public payphone provision more closely to the reducing demand that still exists.

It has been identified that a BT payphone in your area is no longer required and therefore could be removed. BT has asked Durham Council County to collate any comments regarding the matter and to relay these back to BT for consideration. Details of the phone box in question are detailed below

Address – Ref - Telephone Kiosk Opposite The Bell Sunderland Road Horden
Phone number – 01915864260
Total Calls Last 12 months – 41

If you wish to object you will please need to state your reasons why. BT offers local communities the facility to adopt existing traditional red 'heritage' phone box and make them an asset that local people can enjoy for just £1 thereby protecting the heritage of the community. Communities can also adopt modern glass boxes if they want to house a defibrillator. Please visit [bt.com/adopt](https://business.bt.com/public-sector/street-hubs/adopt-a[1]kiosk-scheme/?s_cid=btb_FURL_adapt) for more information
([https://business.bt.com/public-sector/street-hubs/adopt-a\[1\]kiosk-scheme/?s_cid=btb_FURL_adapt](https://business.bt.com/public-sector/street-hubs/adopt-a[1]kiosk-scheme/?s_cid=btb_FURL_adapt))

In order to be taken into account, any comments should please be made via email to planning@durham.gov.uk clearly stating the reference number PRE90/25/00412 within 21 days of the date of this email please.

I hope that the above information is of assistance to you

Kind Regards,
Clare Walton
Planning Officer – East Team
Planning Development Management Regeneration, Economy and Growth
PO Box 274
Stanley, Co Durham
DH8 1HG
Tel: 03000 261060
Email: clare.walton@durham.gov.uk

From: Clare Walton <Clare.Walton@durham.gov.uk>
Sent: 07 March 2025 11:40
To: Clerk - Horden Parish Council <clerk@horden-pc.gov.uk>
Subject: FW: Telephone Box Removal PRE90/25/00414 BT Kiosk Opposite 19 Blackhills Road Horden

Good morning

Town and Country Planning Act 1990 (as amended)
Proposed Removal of telephone kiosk
For BT Payphones

Over the past decade there has been a decline of 90% in payphone usage as a result of significant changes in communication in the UK, 98% of the UK now has either 3G,4G or 5G coverage. This is important because such coverage makes it possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider. Furthermore, a recent Ofcom report has found that most people do not view payphones as essential for most consumers in most circumstances.

As part of BT's Universal Service Obligation, it is required that payphone provision is to meet reasonable needs, however BT constantly needs to review payphone usage and on occasions look to realign public payphone provision more closely to the reducing demand that still exists.

It has been identified that a BT payphone in your area is no longer required and therefore could be removed. BT has asked Durham Council County to collate any comments regarding the matter and to relay these back to BT for consideration. Details of the phone box in question are detailed below

Address – Ref - BT Kiosk Opposite 19 Blackhills Road Horden
Phone number – 01915864242
Total Calls Last 12 months – 41

If you wish to object you will please need to state your reasons why. BT offers local communities the facility to adopt existing traditional red 'heritage' phone box and make them an asset that local people can enjoy for just £1 thereby protecting the heritage of the community. Communities can also adopt modern glass boxes if they want to house a defibrillator. Please visit [bt.com/adopt](https://business.bt.com/public-sector/street-hubs/adopt-a[1]kiosk-scheme/?s_cid=btb_FURL_adapt) for more information
([https://business.bt.com/public-sector/street-hubs/adopt-a\[1\]kiosk-scheme/?s_cid=btb_FURL_adapt](https://business.bt.com/public-sector/street-hubs/adopt-a[1]kiosk-scheme/?s_cid=btb_FURL_adapt))

In order to be taken into account, any comments should please be made via email to planning@durham.gov.uk clearly stating the reference number PRE90/25/00414 within 21 days of the date of this email please.

I hope that the above information is of assistance to you

Kind Regards,
Clare Walton
Planning Officer – East Team
Planning Development Management
Regeneration, Economy and Growth
PO Box 274
Stanley, Co Durham
DH8 1HG
Tel: 03000 261060
Email: clare.walton@durham.gov.uk

From: General Secretary
Sent: 05 March 2025 15:00
To:
Subject: NAC Finance Conference, Scarborough

National Association of Councillors Conference

Local Government Finance

Royal Hotel, Scarborough 11th-13th April 2025

Dear Colleagues,

You are invited to the upcoming Conference on Local Government Finance. This event is relevant for Parish, Town, and Unitary Councillors involved in budget setting.

Preparing local government budgets is a complex yet essential process to ensure effective allocation of financial resources to meet community needs.

The conference will feature speakers discussing:

- **Budget Planning and Allocation**
- **Financial Oversight and Governance**
- **Financial Challenges and Solutions**
- **Workshops and Interactive Sessions**

Additionally, there will be practical workshops on financial planning and interactive Q&A sessions.

This event offers opportunities to hear from experienced speakers in local government, participate in Q&A sessions, and contribute to workshops. It is designed to benefit elected members across all tiers of local government.

Please refer to the attached booking form for details on how to register.

Sincerely,

Councillor Brian Nelson
National Secretary
National Association of Councillors
0191 3789947 office
0779 1574879 mobile

NATIONAL ASSOCIATION OF COUNCILLORS

Conference

Local Government Finance

The Royal Hotel, Scarborough, 11th-13th April 2025

Delegate Booking Form

Name of Delegate.....

Organisation

Delegate's Address.....

Postcode.....Telephone Number.....

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

Printed Name.....

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

To Register – Complete the delegate details above, and Email a copy of this form to Cllr Brian Nelson
Generalsecretary@nationalassociationofcouncillors.org

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

£295 plus VAT - Town, Parish and Community Councils

INVOICE – please send invoice to

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.