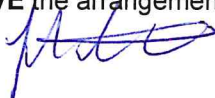
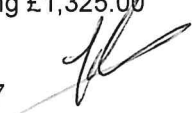


HORDEN PARISH COUNCIL
Minutes of Annual Meeting held 15 May 2025

- Present:** Councillor F Leadbitter (Chairman)
 Councillors C Armstrong, R Bagnall, T Baldesera, D Bellingham, C Cain, E Laing, C Robson, T Usher, J Ward, G Wetherell, L Williams and F Winrow.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
- HPC 25/26/001** **Election of Chairman**
RESOLVED: That Councillor Frank Leadbitter be elected as Chairman for 2025/26. Councillor Frank Leadbitter signed the declaration of acceptance of office for the position of Chairman.
- HPC 25/26/002** **Election of Vice Chairman**
RESOLVED: That Councillor Rodie Bagnall be elected as Vice Chairman for 2025/26.
- HPC 25/26/003** **Apologies for Absence.**
RESOLVED: That apologies be **ACCEPTED** for Councillor D Tait.
- HPC 25/26/004** **Declaration of Disclosable Pecuniary Interests and Other Registerable Interests.**
RESOLVED: The Clerk reported, under the Standing Order 13, a dispensation duration of up to 4 year in respect of Horden Recreation Ground Charity, she had received declarations from Cllrs C Armstrong, R Bagnall, T Baldesera, D Bellingham, C Cain, E Laing, F Leadbitter, C Robson, T Usher, J Ward, G Wetherell, L Williams and F Winrow. Councillor D Tait need to be submitted at the next meeting.
- HPC 25/26/005** **Minutes of the Horden Parish Council Meeting held 3 April 2024.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 25/26/006** **Review of Scheme of Delegation and Terms of Reference of Council Committees, Sub Committees, Staff and other local authorities.**
RESOLVED: Council **AGREE** the changes to the scheme of Delegation and Terms of Reference, and request for the final version be submitted at the next meeting for approval.
- HPC 25/26/007** **Election of Members to Committees**
RESOLVED: that the following elections to Committees be made for 2025/26:
Personnel Committee: Councillors T Baldesera, C Cain, J Ward, G Wetherell, L Williams.
Chairman: Councillor L Williams. **Vice Chairman:** Councillor T Baldesera **Substitutes:** none appointed.
Appeals Panel: Councillors C Armstrong, R Bagnall, F Leadbitter and C Robson.
Chairman: to be appointed at any meeting of the panel. **Substitutes:** Councillor P Laing and F Winrow.
Employee Forum: Councillors T Baldesera, C Cain, J Ward, G Wetherell, L Williams.
Chairman: Councillor L Williams. **Substitutes:** none appointed.
Asset and Risk Committee: Councillors C Cain, F Leadbitter, C Robson, L Williams and F Winrow.
Chairman: Councillor C Cain. **Vice Chairman:** Councillor L Williams. **Substitutes:** Councillors R Bagnall and P Laing.
Events Management Working Group: Councillors R Bagnall, C Robson, T Usher J Ward, and L Williams.
Chairman: Councillor C Robson. **Substitutes:** Any Councillors can attend.
- Further that any committee member who is not able to attend a meeting advises the Clerk of their substitute not less than 24 hours prior to a meeting.
- HPC 25/26/008** **Appointment of New Committees**
RESOLVED: No new committees formed.
- HPC 25/26/009** **Review of Standing Orders**
RESOLVED: Standing Orders were proposed and seconded to remain on the table for consideration at the next meeting to consider to revoke existing Standing Orders and add new version in accordance with Standing Order 26.
- HPC 25/26/010** **Review of Financial Regulations**
RESOLVED: Council **APPROVE** the Financial Regulations.
- HPC 25/26/011** **Review of Arrangements with other bodies.**
RESOLVED: Council **APPROVE** the arrangements as set out in the report.



- HPC**
24/25/012 **Election of Members to Outside Bodies**
RESOLVED: To APPOINT the following members to outside bodies **County Durham Association of Local Councils and Larger Councils Forum** – Councillors F Leadbitter and T Baldesera plus the Clerk to the Council; **East Durham Association of Parish & Town Councils** – Councillors F Leadbitter, R Bagnall and J Ward; **Horden Residents' Association** – Councillor J Ward; **Horden Community Welfare Football Club** – Councillor F Winrow.
- HPC**
25/26/013 **General Power of Competence**
RESOLVED: The Council **AGREE** they have met the eligibility to exercise the General Power of Competence until the Annual Meeting in May 2029.
- HPC**
25/26/014 **Confirmation of Insurance Cover 2025/26**
RESOLVED: Council **NOTE** the long-term agreement with Zurich Municipal which runs to June 2027.
- HPC**
25/26/015 **2025/26 Subscriptions**
RESOLVED: Council **APPROVE** the payment of subscriptions for 2025//26 to:
Institute of Cemetery and Crematorium Management.
North East Regional Employers Organisation.
National Association of Councillors.
County Durham Association of Local Councils.
Society of Local Council Clerks.
Information Commissioners Office.
Grounds Management Association.
- HPC**
25/26/016 **Meeting dates 2025/26**
RESOLVED: Council **APPROVE** the schedule of meetings with the inclusion of an August recess.
- HPC**
25/26/017 **Public Participation.**
Durham County Councillor D Bellingham introduced herself and provided an update, she as been listening to residents and identifying concerns and is keen to have good communication between Parish and County.
- HPC**
25/26/018 **Register of Delegated Decisions.**
There were no delegated decisions to report.
- HPC**
25/26/019 **Damage and Incident Report(s).**
RESOLVED: Council **NOTE** the information and **ADVISE** officers to communicate with users of the kitchen area and contact Horden Together regarding supervision of their Tuesday Welcome Space.
- HPC**
25/26/020 **Cemetery Burial and Income Report 24 March to 27 April 2024.**
RESOLVED: Council **NOTE** the information.
- HPC**
25/26/021 **Outdoor Team Manager Report.**
RESOLVED: Council **NOTE** the information.
- HPC**
25/26/022 **Bank Signatories.**
RESOLVED: Council **APPROVE** the removal of W Morrow, A Turner and W Smith from the Co-op bank; and the removal of W Morrow from CCLA, with Councillor C Cain to be added to the CCLA account.
- HPC**
25/26/023 **Parish Council Financial:**
a) Bank Balances (Balance Sheet).
RESOLVED: Council **APPROVE** the Bank Balances to 31/3/2024 of £1,131,888.81, noting that year-end adjustments may occur.
- HPC**
25/26/024 **b) Finance Report to 31/3/2024 - Month 12 (unaudited).**
RESOLVED: Council **APPROVE** the Income, Expenditure and Variances Report to Month 12 noting that year-end adjustments may occur.
- HPC**
25/26/025 **c) Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council **APPROVE** debit card transaction totalling £1,325.00
- HPC**
25/26/026 **d) Petty Cash**
RESOLVED: Council **APPROVE** petty cash balance of £33.27
- 

HPC
25/26/027 **e) Bank Transfer(s).**
The Clerk requested £50,000 to be transferred from the CCLA account to the Co-op account. **RESOLVED:** Council **ENDORSE** transfer of funds from CCLA to the Current bank account, some of which will be used to provide a grant to HRG Charity.

HPC
25/26/028 **Invoices for endorsement for payment.**
RESOLVED: to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £48,462.46. Councillors R Bagnall and C Cain to authorise.

HPC
25/26/029 **Members/Officers Allowances.**
RESOLVED: Council **ENDORSE** Officer allowances of £209.25.

HPC
25/26/030 **Notification of Annual Assembly Date**
RESOLVED: Council **NOTE** the date of 29th May 2025.

HPC
25/26/031 **South Wall Terrace Update.**
RESOLVED: Council **AGREE** to adjourn the meeting until the Horden Recreation Ground Chartry Trustee meeting has met.

Meeting adjourned at 7.20pm

Meeting re-commenced at 8:10pm

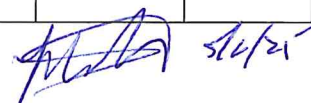
HPC
25/26/032 **South Wall Terrace Update.**
RESOLVED: Council **AGREE** to the request for financial support to the Horden Recreation Ground Charity Trustee up to the sum of £188,679 plus fees to be paid in instalments.

Meeting concluded at 8.25pm

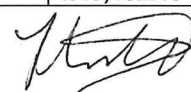

 5/6/25

Horden Parish Council Invoices for Payment April 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	02.04.25	Z-Fold Hand Towels - SWC	£19.04	BACS
Amazon	02.04.25	Toilet Rolls & Vinyl Gloves - SWC	£27.68	BACS
Amazon	02.04.25	Feather Duster - SWC	£7.89	BACS
Amazon	15.04.25	2 x Refuse Bag Holder	£22.85	BACS
Amazon	29.04.25	Toilet Rolls - SWC	£27.15	BACS
Amazon	29.04.25	Multi-Surface Polish - SWC	£13.95	BACS
Amazon	30.04.25	Cleaning Materials - SWC	£87.27	BACS
Amazon	01.05.25	Blue Roll - SWC	£16.63	BACS
Banner	07.04.25	2nd Class Postage Stamps	£43.50	BACS
Banner	28.04.25	Level Arch Files, Clear Pockets & File Dividers	£34.32	BACS
Banner	08.05.25	2 x 64GB Flash Drive	£12.70	BACS
Banner	08.05.25	A4 Copier Paper & Subject Dividers	£70.61	BACS
Citron Hygiene UK Limited	01.04.25	Sanitary Disposal SWC Annual Fee 04/25 to 03/26	£135.36	BACS
Coast Road Karaoke & Disco	08.05.25	PA Hire VE Day Event	£100.00	BACS
Co-operative Bank	01.04.25	BACS/FD Online Fees 01/03/25 - 31/03/25	£69.10	D/D
Co-operative Bank	01.05.25	BACS/FD Online Fees 01/04/25 - 30/04/25	£70.64	D/D
Corona Energy	04.04.25	Sunderland Road Pavilion Electricity 01/03/25 - 31/03/25	£147.38	D/D
Corona Energy	15.04.25	Memorial Park Electricity 01/02/25 - 28/02/25 CREDIT	£29.98	CREDIT
Corona Energy	15.04.25	Memorial Park Electricity 01/02/25 - 28/02/25 RECALCULATION	£25.15	D/D
Corona Energy	15.04.25	Memorial Park Electricity 01/03/25 - 31/03/25	£25.37	D/D
Corona Energy	06.05.25	Memorial Park Electricity 01/04/25 - 30/04/25	£27.34	D/D
Corona Energy	07.05.25	Sunderland Road Pavilion Electricity 01/04/25 - 30/04/25	£131.73	D/D
County Durham Association of Local Councils	30.04.25	20 x Good Councillor Guide	£80.00	BACS
Creative Youth Opportunities	28.04.25	Easter Event	£630.00	BACS
Culligan (was Waterlogic)	15.04.25	Water Cooler Rental & Service - April 2025	£31.80	D/D
Document Solutions UK Ltd	30.04.25	Photocopying Fees April 2025	£48.68	D/D
Durham County Council	28.04.25	Annual Bar Licence	£180.00	BACS
Durham County Council	29.04.25	Building Compliance Charges SWC Lift and Boiler 2025/2026	£875.12	BACS
East Durham College	09.04.25	Tractor Driving Course - CL & RH	£420.00	BACS
East Durham College	11.04.25	Tractor Driving Course Credit - RH	£210.00	CREDIT
Eon Next	02.04.25	Gas SWC 01/03/2025 - 01/04/2025	£1,029.60	D/D
Eon Next	02.04.25	Electricity Cemetery 03/03/25 - 31/03/25	£36.46	D/D
Eon Next	02.05.25	Gas SWC 02/04/2025 - 01/05/2025	£492.58	D/D
Eon Next	02.05.25	Electricity Cemetery 01/04/25 - 01/05/25	£35.05	D/D
Hutton Fire Protection	14.04.25	Annual Fire Extinguisher Service, SWC, Memorial Park, Sunderland Road, Cemetery	£115.20	BACS
Institute of Cemetery and Crematorium Management	01.04.25	ICCM Subscription 2025/26	£105.00	BACS
ITC Service Limited	30.04.25	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - May	£435.56	D/D
ITC Service Limited	09.05.25	Licence Upgrade - JP	£150.00	D/D
Pat Lavery Tyre & Exhaust Centre Limited	09.04.25	Renew O/S Rear ABS Sensor - Iveco	£171.00	BACS



Microshade Business Consultants Ltd	15.04.25	Hosted Application Service - Rialtas 15/04/2025 - 14/05/2025	£143.52	BACS
Microshade Business Consultants Ltd	15.05.25	Hosted Application Service - Rialtas 15/05/2025 - 14/06/2025	£143.52	BACS
Network Rail	14.05.25	Station Road Water Pipe Rent 24/06/25 - 23/06/26	£50.15	BACS
North East Regional Employers Organisation	16.04.25	Advisory Service too 31/03/2026	£354.00	BACS
Octopus Energy Limited	25.04.25	Cemetery Lodge Gas & Electricity 25/03/2025 - 24/04/2025	£31.03	BACS
Octopus Energy Limited	26.04.25	Welfare House Gas & Electricity 25/03/25 - 25/04/25	£32.08	BACS
Peterlee Town Council	31.03.25 rcvd 01.05.25	Reimburse BP Wages 17/03/25-31/03/25	£624.43	BACS
Rialtas Business Solutions Limited	01.04.25	Omega Annual Support & Maintenance 01/04/2025 - 31/03/2026	£1,270.80	BACS
Rialtas Business Solutions Limited	01.04.25	Making Tax Digital for VAT Annual Subscription 01/04/2025 - 31/03/2026	£139.20	BACS
Rialtas Business Solutions Limited	01.04.25	Cemeteries Annual Support & Maintenance 01/04/2025 - 31/03/2026	£530.40	BACS
Rialtas Business Solutions Limited	01.04.25	Asset Inventory Annual Support & Maintenance 01/04/25 - 31/03/26	£208.80	BACS
Rickerby Limited	30.04.25	3 x Kubota Blades	£123.52	BACS
Scottish Power	02.04.25	SWC Electricity 06/03/2025 - 02/04/2025	£550.25	D/D
Scottish Power	06.05.25	SWC Electricity 03/04/2025 - 06/05/2025	£487.42	D/D
Select Telecom Limited	31.03.25	Admin Phone Lines/Calls/Internet - April 2025	£115.30	D/D
Select Telecom Limited	30.04.25	Admin Phone Lines/Calls/Internet - May 2025	£119.24	D/D
TJ's Heating & Home Improvements	10.05.25	Cemetery Lodge & Welfare House Boiler Annual Service	£160.00	BACS
Treasured Memories Limited	11.04.25	Memorial Plaque - KF	£200.94	BACS
Vodafone	20.03.25	Mobile Phone CREDIT	-£7.14	CREDIT
Vodafone	20.04.25	Mobile Phones	£43.68	D/D
Wex	07.04.25	Equipment Fuel - Cemetery	£109.31	D/D
Wex	27.04.25	Vehicle Trackers	£14.40	D/D
Wex	28.04.25	Equipment Fuel - Cemetery	£105.40	D/D
Wex	12.05.25	Equipment & Vehicle Fuel - Cemetery	£141.13	D/D
OTHER PAYMENTS				
Co-op Bank	03.04.25	Wages Week 52	£5,289.28	BACS
Co-op Bank	10.04.25	Wages Week 1	£5,599.52	BACS
Co-op Bank	17.04.25	Wages Week 2	£5,663.02	BACS
Co-op Bank	24.04.25	Wages Week 3	£5,715.19	BACS
Durham County Council	28.04.25	Attachment Weeks 1 - 4	£260.42	BACS
Durham County Council	28.04.25	Superannuation Weeks 1 - 4	£7,178.60	BACS
HMRC	28.04.25	PAYE Weeks 1 - 4	£7,111.97	BACS
Wave	13.04.25	SWC Water 13/01/2025 - 12/04/2025 (£114.00 pcm)	£241.35	D/D
		Horden Parish Council APRIL 2025 TOTAL	£48,462.46	

 5/6/25