

# Horden Parish Council

Horden Social Welfare Centre  
Horden  
Peterlee  
County Durham  
SR8 4LX  
Tel : (0191) 5180823

9<sup>th</sup> May 2025

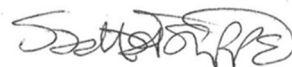
Dear Member

**You are hereby summoned to attend the ANNUAL MEETING of Horden Parish Council, to be held in the Horden Social Welfare Centre on Thursday 15<sup>th</sup> May 2025 at 6.00pm.**

## **HORDEN PARISH COUNCIL** **ANNUAL MEETING** **AGENDA**

1. **Election of Chairman** – to elect the Chairman for 2025/26 and Chairman to sign the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** - to elect the Vice-Chairman for 2025/26.
3. **Declaration of Acceptance of Office** – to consider whether any councillor who has not signed the declaration of acceptance of office may do so at a later date; and if so, to determine that date.
4. **Apologies for Absence** – to consider for approval.
5. **Declaration of Disclosable Pecuniary Interests and Other Registerable Interests** – to note declarations of interest from Members on items of the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct.
6. **Minutes of the Horden Parish Council Meeting held 3<sup>rd</sup> April 2025 (enclosed)** – to consider for approval.
7. **Review of Scheme of Delegation and Terms of Reference of Council Committees, Sub-Committees, Staff and other local authorities (enclosed)** – to consider for approval.
8. **Election of Members to Council Committees (enclosed)** – to consider the election of Members to Committees and the Chairmen & Vice-Chairmen for 2025/26.
9. **Appointment of any New Committees** – to consider the appointment, terms of reference, election of Members and the Chairmen & Vice-Chairmen for any new committees.
10. **Review of Standing Orders (enclosed)** – to consider for adoption.
11. **Review of Financial Regulations (enclosed)** - to consider for adoption.
12. **Review of Arrangements with other bodies (enclosed)** – to consider for approval.
13. **Election of Members to Outside Bodies** – to consider election of Members to
  - a) EDAPTC (up to 3) (\*This Association may change to align with DCC Local Networks);
  - b) CDALC including Larger Councils Committee (2 plus Clerk);
  - c) Horden Residents' Association (1);
  - d) Horden CW FC (1).
14. **General Power of Competence** – to declare the Council's continued eligibility to exercise the Power.
15. **Confirmation of Insurance Cover 2025/26** – to note the long-term agreement with Zurich Municipal until June 2027.
16. **Review of Subscriptions (enclosed)** – to consider review of annual subscriptions.
17. **Meeting Dates 2025/26 (enclosed)** - to determine the annual calendar of meetings.
18. **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.***

19. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
20. **Damage and Incident Report (enclosed)** – to consider report.
21. **Cemetery Burial and Income Report 24.03.2025 – 27.04.2025 (enclosed)** – to receive the information.
22. **Outdoor Team Manager's Report (enclosed)** – to consider the report.
23. **Bank Signatories (enclosed)** – to consider the report and review the Council's bank mandates.
24. **Parish Council Financial:**
  - a) **Bank Balances (enclosed)** – to approve report and nominate two Councillors to sign Bank Reconciliation.
  - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31/03/2025 (unaudited).
  - c) **Cash Withdrawals and Debit Card Transactions (enclosed)** – to approve report.
  - d) **Petty Cash report to 31<sup>st</sup> March 2025 (enclosed)** – to approve report.
  - e) **Bank Transfer(s)** – to approve transfer(s).
25. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
26. **Members/Officers Allowances** – to consider claims for approval.
27. **Notification of Annual Assembly date** – to note the date of Thursday 29th May 2025 at 6pm.
28. **South Terrace Wall Update (enclosed)** – to consider report.



**Samantha Shippen**  
**Clerk to the Council**  
**9<sup>th</sup> May 2024**

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

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 3 April 2025**

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

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

**Other:** Two members of the public were present.

**HPC** **Apologies for Absence.**  
**24/25/245** **RESOLVED:** That apologies be **APPROVED** for Councillors W Smith, D Tait and F Winrow.

**HPC** **Declarations of Interest.**  
**24/25/246** Councillor C Robson declared an interest in agenda item 18 a Chair of the group..

**HPC** **Minutes of the Horden Parish Council Meeting held 6<sup>th</sup> March 2025.**  
**24/25/247** **RESOLVED:** The minutes be confirmed as a true record and signed by the Chairman.

**HPC** **Public Participation.**  
**24/25/248** No public spoke at this item.

**HPC** **Register of Delegated Decisions.**  
**24/25/249** There were no delegated decisions to report.

**HPC** **Damage and Incident Report(s).**  
**24/25/250** **RESOLVED:** Council **NOTED** the report.

**HPC** **Cemetery Burial and Income Report 24 February 2025 to 23 March 2025.**  
**24/25/251** **RESOLVED:** Council **RECIEVE** the information.

**HPC** **Outdoor Team Manager Report.**  
**24/25/252** **RESOLVED:** Council **NOTE** the report.

**HPC** **Exclusion of Press and Public**  
**24/25/253** **RESOLVED** that due to the nature of the business relating to legal matters, that the press and public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

**HPC** **Cemetery Layout Report.**  
**24/25/254** **RESOLVED:** Council **APPROVE** Option 2 of the cemetery layout report.

**HPC** **Bank Transfer(s).**  
**24/25/255** The Clerk requested that £330,000 to be transferred from the Current bank account to the CCLA account.  
**RESOLVED:** Council **ENDORSE** transfer of funds from the Current bank account to the CCLA account.

**HPC** **Invoices for endorsement for payment.**  
**24/25/256** **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £109,291.78. This includes £46,680 for capital equipment that was approved at the last meeting. Councillors F Leadbitter and W Morrow to authorise

**HPC** **Members/Officers Allowances.**  
**24/25/257** No claims received.

**HPC** **Complaints Procedure Review.**  
**24/25/258** **RESOLVED:** Council **APPROVE** the Complaints Procedure

**HPC** **Policies Review.**  
**24/25/259** **Late Payments Bad Debt Review Policy.**  
**RESOLVED:** Council **APPROVE** the Late Payments and Bad Debt Policy.

**HPC** **Acceptance for Interment Policy.**  
**24/25/260** **RESOLVED:** Council **APPROVE** the Acceptance for Interment Policy

**HPC**      **Confidential Reporting Policy.****24/25/261**   **RESOLVED:** Council **APPROVE** the Confidential Reporting Policy.**HPC**      **Information and Data Protection Policy.****24/25/262**   **RESOLVED:** Council **APPROVE** the Information and Data Protection Policy.**HPC**      **Publication Scheme.****24/25/263**   **RESOLVED:** Council **APPROVE** the Publication Scheme.**HPC**      **Risk Management Policy and Strategy.****24/25/264**   **RESOLVED:** Council **APPROVE** Risk Management Policy and Strategy.**HPC**      **Horden 125<sup>th</sup> Anniversary.****24/25/265**   **RESOLVED:** Council **NOTE** the report and asked for an update on the logo for the next meeting.**HPC**      **Events Working Group.****24/25/266**   **RESOLVED:** Council **NOTE** the report.*Councillor C Robson left the meeting at 6:35pm.***HPC**      **Hooked on Crafts Request.****24/25/267**   **RESOLVED:** Council **APPROVE** the request for free use on the following dates, 29<sup>th</sup> April 2025, 19<sup>th</sup> Augst 2025 25<sup>th</sup> November 2025 plus a date near Easter 2026.*Councillor C Robson Entered the meeting at 6:38pm.***HPC**      **Sunderland Road Bungalow.****24/25/268**   **RESOLVED:** Council **APPROVE** the request to install a small greenhouse subject to it being removed at the end of the tenancy.**HPC**      **SWC Garage.****24/25/269**   **RESOLVED:** Council **NOTE** the information**HPC**      **Telephone Kiosks Consultations.****24/25/270**   **RESOLVED:** Council **ADVISE** the Clerk to respond to the consultation, citing high deprivation, locality near bungalows and people not having mobiles phones.**HPC**      **NAC Finance Conference.****24/25/271**   **RESOLVED:** Council **AGREED** no response required.*Meeting concluded at 6:50pm*



## Horden Parish Council Invoices for Payment March 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	29.03.25	Food Waste Caddies and Biodegradable & Recycling Bags	£59.37	BACS
Banner Group Limited	26.03.25	Laminating Pouches	£10.61	BACS
CISWO	24.03.25	Sunderland Road Annual Rent 25/03/2025 - 24/03/2026	£409.94	BACS
C N 24Hour Locksmith - Christopher Naylor	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 01/01/2025 - 31/01/2025 CREDIT	-£33.71	CREDIT
Corona Energy	13.03.25	Memorial Park Electricity 01/01/2025 - 31/01/2025 RECALCULATION	£26.47	D/D
Corona Energy	13.03.25	Memorial Park Electricity 01/02/2025 - 28/02/2025	£29.98	D/D
County Durham Association of Local Councils	01.04.25	Annual CDALC Subscription 2025/2026	£1,211.81	BACS
Document Solutions Ltd	31.03.25	Photocopying Fees March 2025	£91.02	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
Durham County Council	31.03.25	Repairs to 3 Strimmers	£373.58	BACS
ITC Service Limited	31.03.25	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - April	£433.81	D/D
Lloyd Limited	12.03.25	Toro 3100 Mower	£40,200.00	313564
Microshade Business Consultants 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 Limited	28.02.25	Admin Phone Lines/Calls/Internet - March 2025	£119.04	D/D
Siemens Financial Services	15.03.25	Photocopier Lease 14/04/2025-13/07/2025	£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
Wex	24.03.25	Equipment Fuel - Cemetery	£84.32	D/D
Wex	30.03.25	Vehicle Trackers	£14.40	D/D

**Agenda Item 6**

<b>OTHER PAYMENTS</b>				
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
Durham County Council	01.04.25	Attachment Weeks 48 - 52	£333.48	BACS
Durham County Council	01.04.25	Superannuation Weeks 48 - 52	£7,357.45	BACS
HMRC	01.04.25	PAYE Weeks 48 - 52	£6,712.98	BACS
		<b>Horden Parish Council MARCH 2025 TOTAL</b>	<b>£109,291.78</b>	

# **COMMITTEE TERMS OF REFERENCE**

## **AND**

## **SCHEME OF DELEGATION**

**Relating to the Proceedings and Business**

**FOR THE  
PARISH COUNCIL  
OF**

**HORDEN**

**MAY 2025**

Approved by Horden Parish Council: **Date/Minute reference**

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## INTRODUCTION

The Scheme of Delegation covers such matters as have been delegated in accordance with the Local Government Act 1972 s101 to Committees, Sub-Committees, Officers or other local authorities.

### A. CLERK TO THE COUNCIL

1. The Clerk to the Council is designated and authorised to act as **Proper Officer** for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
2. In addition to any delegations arising from Standing Orders, Financial Regulations and the Job Description, the Clerk to the Council will be authorised to:
  - i. Sign on behalf of the Council any document necessary to give effect to any decision of the Council.
  - ii. Institute and appear in any legal proceedings authorised by the Council.
  - iii. Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
  - iv. Alter the date or time of a council or committee meeting if required, but before doing so, shall consult the Chairman of the Council/committee concerned about the need for the change and about alternative dates and times.
  - v. Manage the Council's allotments, or delegate management to an allotment association.
  - vi. Authorise and sign Grants of Exclusive Rights, memorial permits and any other cemetery documentation.
  - vii. Authorise and manage the installation of publicly requested benches, trees or other memorials.
  - viii. Authorise and manage the use of playing fields and open spaces.
  - ix. Allocate sports pitches in line with council policy.
  - x. Prepare statements for the press where the known policy of the council exists.
  - xi. Incur expenditure up to a maximum of £5,000.
  - xii. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 exclusive of VAT. The Clerk shall report the action to the council as soon as practicable thereafter.
  - xiii. Authorise the payment of staff wages in line with council policy.
  - xiv. Take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
  - xv. Carry out duties in accordance with the Financial Regulations of Horden Parish Council and the approved Audit and Accounting regulations.
  - xvi. Negotiate and authorise the rents and fees for persons using the facilities provided by the council, other than standard charges agreed by the council, including free use of facilities, where required.

- xvii. Manage staff, including discipline and grievance matters up to and including issuing final written warnings.
- xviii. Approve and authorise reasonable overtime as required.
- xix. Approve and authorise annual leave entitlement and other absence as appropriate.
- xx. Recruit staff, including temporary, when required.
- xxi. Act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chairman of the Council or Chairman of the appropriate Committee will be informed as soon as practically possible of any action taken by the Clerk.
- xxii. Action such other matters as may be determined by Council or Committee from time to time.

## **B. RFO**

1. Act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.
2. In addition to any delegations arising from Standing Orders and Financial Regulations, Job Description and any requirements arising from the Accounts & Audit Regulations and “proper practices” framework, the RFO will be authorised to:
  - i. Prepare VAT reclaim on behalf of the council.
  - ii. Issue invoices on behalf of the council.
  - iii. Carry out duties in accordance with the Financial Regulations of Horden Parish Council and the legislation and approved Audit and Accounting regulations in place at any time.
  - iv. Incur expenditure up to a maximum of £5,000.
  - v. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 exclusive of VAT. The Clerk shall report the action to the council as soon as practicable thereafter.

## **C. DEPUTY CLERK**

1. Act in line with any delegations arising from Standing Orders, Financial Regulations and the Job Description.
2. Act as Proper Officer in the absence of the Clerk.
3. Act as RFO in the absence of the RFO.

## **D. PERSONNEL COMMITTEE**

### **Number of Councillors**

The total number of councillors on the Committee shall be set at 5. No substitutions shall be allowed.

**Quorum:** 1/3 of members but not less than 3

**Notice requirement:** at least 3 clear days

**Public participation:** no.

**Officers:** Clerk to the Council or Deputy Clerk (where appropriate)..

### **Terms of Reference**

The Committee will:

- i. Review staffing structure and employment levels and where required make recommendations to the Council to efficiently discharge the work required of the Council and to review workloads periodically.
- ii. Review terms and conditions of employment.
- iii. Act as a recruitment for senior officers, grievance, disciplinary and attendance/ill health panels.
- iv. Review health and safety at work for all Council employees and to put into place effective measures to safeguard their health and safety at work.
- v. Ensure the council complies with all legislative requirements relating to the employment of staff.
- vi. Undertake reviews of working practices and procedures of the Council as a whole when so requested to make recommendations to Council including relevant human resources policies where applicable.
- vii. Recognise the need for, and benefits of, Member and staff training and positively initiate and react to appropriate opportunities within the context of overall budget resources.
- viii. Oversee the development and implementation of training plans for both Members and employees.
- ix. Make recommendations to the Council regarding expenditure on projects where appropriate.
- x. Refer requests for expenditure above budget allocation to the Council for consideration.

### **Delegation(s)**

- i. To incur expenditure in accordance with Financial Regulations and agreed budget in order to progress agreed projects and works.
- ii. Make decisions in relation to termination of employment on matters relating to disciplinary and attendance/ill health procedures.

### **Summary**

The Committee, with the exception of grievance & dismissal decisions, has delegated responsibility except when required as above to make recommendations to Full Council; spending authority is limited to within agreed budget for specific previously agreed projects.

## **E. APPEALS PANEL**

**Number of Councillors:** The total number of councillors on the panel shall be set at 4. These councillors will not be members of the Personnel Committee at the same time. Any councillor not appointed to the Committee or the Personnel Committee may act as substitute at the request of a committee member.

**Quorum:** 1/3 of members but not less than 3

**Notice requirement:** at least 3 clear days

**Public participation:** no.

**Officers:** Clerk to the Council or Deputy Clerk (where appropriate).

### **Terms of Reference**

The panel will consider any appeal made under council policies/procedures including those relating to employee grievance or disciplinary outcomes.

### **Delegation(s)**

- i. To uphold or dismiss any appeals referred to the panel.
- ii. Convene any disciplinary appeal as a re-hearing of facts if the grounds for appeal make it appropriate to do so.
- iii. Vary any disciplinary sanction however any increase in disciplinary penalty is precluded from consideration.
- iv. Vary any grievance outcome however any variance that would be more detrimental to the appellant is precluded from consideration.
- v. Make recommendations to officers or the Personnel Committee if appropriate.

### **Summary**

The panel has decision making responsibility with any decision made being final and concludes the Council's internal appeals, disciplinary and grievance procedures.

## **F. ASSET & RISK MANAGEMENT COMMITTEE**

**Number of Councillors:** The total number of councillors on the Committee shall be set at 5. Any councillor not appointed to the Committee may act as substitute at the request of a committee member.

**Quorum:** 1/3 of members but not less than 3

**Notice requirement:** at least 3 clear days

**Public participation:** yes

**Officers:** Clerk to the Council, RFO, Deputy Clerk.

### **Terms of Reference:**

The Committee will:

- i. Oversee the development and progress of specific assets, including projects and works agreed by the Council.



- ii. Report to the Council on progress made on projects undertaken.
- iii. Consider the short, medium and long term costs associated with the asset base.
- iv. Consider implications arising from property surveys.
- v. Consider asset usage.
- vi. Consider priorities for use and retention of assets.
- vii. Make recommendations to Full Council regarding expenditure on projects and assets.
- viii. Ensure the risk management process contributes to the development of a more robust internal control framework.
- ix. Raise awareness of the scope of risk management and integrate risk management into the culture of the council.
- x. Ensure that risks are monitored and managed in accordance with the council's Risk Management Policy and Strategy in support of the council's Annual Governance and Accountability Return.
- xi. Identify risks linked to the Council's objectives, priorities and service delivery.
- xii. Determine the overall impact and likelihood of the council's strategic and financial risks for review by the Full Council.
- xiii. Identify risk owners, control improvements and target dates.
- xiv. Review Officer's Operational Risk Registers to determine whether risks are being actively managed.
- xv. Make recommendations to Council in relation to work undertaken.

#### **Delegation(s).**

- i Make decisions relating to the progress and development of agreed delegated projects.
- ii To incur expenditure in accordance with Financial Regulations to progress projects and works within agreed budget

#### **Summary**

The Committee has operational decision making responsibility to progress agreed delegated projects with spending authority limited to within agreed budget and advisory status on other matters, particularly in relation to assets and risk.

Strategic decision making responsibility rests with the Council.

#### **G. EVENTS MANAGEMENT WORKING GROUP**

**Number of Councillors:** The total number of Councillors appointed to the Working Group shall be set at 5. Any councillor not appointed to the Working Group may attend as a Working Group member. Representatives of other partner organisations may attend.

**Quorum:** not less than 3

**Notice requirement:** none

**Public participation:** no

**Officers:** Social Welfare Centre Operations and Events Manager.

### **Terms of Reference**

The Working Group will:

- i. Plan and make arrangements for the provision of Council and community events and oversee arrangements for community events at Council facilities.
- ii. Ensure procedures and processes are followed by Officers, including but not limited to liaising with the Safety Advisory Group, following Council Policies and Procedures and Health and Safety protocols and procedures where applicable.
- iii. Consider reports from officers as appropriate, incorporating among other issues, financial, procedural and best practice matters.
- iv. Receive and act on, if appropriate, user and public feedback and suggestions.
- v. Refer requests for budgets and expenditure to the Council for consideration.
- vi. Make recommendations to Council.

**Delegation(s) – NONE –** Working Groups cannot make decisions.

### **Summary**

The Working Group has no decision-making responsibility but makes recommendations in a timely manner to Council. All decision-making responsibility rests with Council.

## **H. EMPLOYEE FORUM**

**Number of Councillors:** The total number of councillors on the Forum shall be set at 5. These will be the same councillors as the Personnel Committee.

**Number of staff:** 2 from outdoors team, 1 from each of administration and SWC teams.

**Quorum:** not less than 3

**Notice requirement:** no formal timescale, reasonable notice for attendees.

**Public participation:** No

**Officers:** Clerk.

### **Terms of Reference**

The Forum is intended to improve communications, address local issues impacting on the workforce and improve the ability of the workforce to influence decision making.

In doing so, the Forum may:

- i. Discuss decisions of the Council and Committees that impact on terms and conditions of employment.
- ii. Consider proposed variances to Part 3 or other provisions of the NJC National Agreement on Pay and Conditions of Service.
- iii. Consider appropriate matters referred to it by the Council or Committees.
- iv. Consider appropriate matters referred to it by employee representatives.

- v. Consult on matters proposing changes to the structure of the organisation.
- vi. Consult on matters proposing changes to the workforce both in numbers and operational deployment.
- vii. Undertake redundancy consultation.
- viii. Consider general human resource activities and policy development.

Note, the Forum will not discuss the circumstances of individuals, HR policy actions applying to individuals i.e., attendance, capability, disciplinary, grievance etc. or their contracts of employment or job descriptions.

**Delegation(s)**

The Forum does not have any delegated power.

List of Committee Members 2025-26		
	No of Members Required:	
Personnel Committee	5 NO SUBSTITUTES	
Personnel Committee Chairman		
Personnel Committee Vice Chair		
Appeals Panel	4 Substitutes any non-Personnel councillor	
Asset & Risk Management Committee	5 all other councillors as substitutes	
Asset & Risk Management Committee Chair		
Asset & Risk Management Committee Vice Chair		
Events Working Group	5 (all other councillors as attendees if they wish to contribute)	
Events Working Group Chair		
Employee Forum	5 NO SUBSTITUTES	MEMBERS OF PERSONNEL COMMITTEE
Employee Forum Chair		As Personnel Committee

# **Horden Parish Council**

## **Standing Orders 2023**

**Adapted From NALC Model Orders 2025**

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## INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

StandingThe model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. ~~NALC recommends~~It is recommended that councils adopt them without changing them or their meaning. ~~Standing~~Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit ~~local~~a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. ~~Also, where reference is made in the masculine it is also to be read in the feminine.~~ Model standing orders use gender-neutral language (e.g. "Chair").

~~All or part of a~~ A model standing order, ~~except one that incorporates mandatory statutory or legal requirements, may~~ includes brackets like this '( )' requires information to ~~be suspended~~inserted by ~~resolution in relation to a~~ council. A model standing order that includes brackets like this '[ ]' and the ~~consideration of an item on the agenda~~term 'OR' provides alternative options for a ~~meeting~~.

~~The decision of the chairman of a meeting as~~council to ~~the application of~~choose from when determining standing orders ~~at the meeting shall be final.~~



**1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn, unless it is proposed by another member.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to ~~his~~their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak

once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since ~~he~~they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which ~~he~~they considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he is~~they are concerned by.
- q A point of order shall be decided by the ~~chairman~~chair of the meeting and ~~his~~their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the ~~chairman~~chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived ~~his~~their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the ~~chairman~~chair of the meeting.

**2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**3. MEETINGS GENERALLY**

- a **Meetings of Council shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a Council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a Committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Council and Committee meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The

~~chairman~~chair of the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct ~~his~~their comments to the ~~chairman~~chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the ~~chairman~~chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends Council or a Committee meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at Council or a Committee meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a Council or Committee meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done at Council by, to or before the ~~Chairman~~Chair of the Council may in ~~his~~their absence be done by, to or before the Vice-~~Chairman~~Chair of the Council.**
- p **The ~~Chairman~~Chair of the Council, if present at a Council meeting, shall preside. If the ~~Chairman~~Chair is absent from a meeting, the Vice-~~Chairman~~Chair of the Council if present, shall preside. If both the ~~Chairman~~Chair and the Vice-~~Chairman~~Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. This applies to Council, Committees and Sub-Committees.**
- r **The ~~chairman~~chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise ~~his~~their casting vote whether or not ~~he~~they gave an original vote. This applies to Council, Committees and Sub-Committees.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the ~~Chairman~~Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question at Council shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave ~~his~~their vote for or against that question.** Such a request shall be made before the vote is taken.

Members can individually, if they so wish, have recorded in the minutes the way in which they voted on a particular question without having to invoke the above paragraph. However no personal comments or reasons for voting in a particular way are to be included.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who have given their apologies for absence;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on ~~his~~their right to participate and vote on that matter. This applies to Council, Committees and Sub-Committees.**

- v **No business may be transacted at a meeting of Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) -for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. This applies to Council, Committees and Sub-Committees.
- x A meeting shall not exceed a period of 3 hours. Motions to extend the meeting may be put to enable business on the agenda to be concluded. Note, the one hour limit excludes public participation and representations made by other bodies invited to a meeting.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. may permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;
  - xii. may dissolve a committee or a sub-committee; and
  - xiii. at the Annual Meeting of the Council or at the time of appointment of Committees, the Council shall determine the number of members up to a maximum of 10, with the exception of Horden Recreation Ground.
- e With the exception of those matters dealt with under delegated powers, all decisions made by committees are subject to confirmation by the Council.  
(Local)
- f Decisions taken by sub-committees, working groups and advisory bodies must be endorsed by their committees and by the Council unless they have been given delegated powers. (Local)

**5. ANNUAL AND ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the **ChairmanChair** and Vice-**Chairman** of the Council.
- f The **ChairmanChair** of the Council, unless ~~hethey~~ has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until ~~his~~**their** successor is elected at the next annual meeting of the Council.
- g The Vice-**ChairmanChair** of the Council unless ~~he-resignsthey resign~~ or becomes disqualified, shall hold office until immediately after the election of the **ChairmanChair** of the Council at the next annual meeting of the Council.
- h In an election year, if the current **ChairmanChair** of the Council has not

been re-elected as a member of the Council, ~~hethey~~ shall preside at the annual meeting until a successor ~~ChairmanChair~~ of the Council has been elected. The current ~~ChairmanChair~~ of the Council shall not have an original vote in respect of the election of the new ~~ChairmanChair~~ of the Council but shall give a casting vote in the case of an equality of votes.

- i In an election year, if the current ~~ChairmanChair~~ of the Council has been re-elected as a member of the Council, ~~hethey~~ shall preside at the annual meeting until a new ~~ChairmanChair~~ of the Council has been elected. ~~Hethey~~ may exercise an original vote in respect of the election of the new ~~ChairmanChair~~ of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the ~~ChairmanChair~~ of the Council and Vice-~~Chairman~~ of the Council at the annual meeting, the business shall include items i xv. (Amended locally):

- ~~i.~~ In an election year, delivery by the ~~ChairmanChair~~ of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.

- ~~ii.i.~~ In a year which is not an election year, delivery by the ~~ChairmanChair~~ of the Council of ~~his~~~~their~~ acceptance of office form unless the Council resolves for this to be done at a later date;

- ~~iii.ii.~~ Confirmation of the accuracy of the minutes of the last meeting of the Council;

- ~~iv.iii.~~ Receipt of the minutes of the last meeting of a committee;

- ~~v.iv.~~ Consideration of the recommendations made by a committee;

- ~~vi.v.~~ Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- ~~vii.vi.~~ Review of the terms of reference for committees;

- ~~viii.vii.~~ Appointment of members to existing committees;

- ~~ix.viii.~~ Appointment of any new committees in accordance with standing order 4;

- ~~x.ix.~~ Review and adoption of appropriate standing orders and financial regulations;

- ~~xi.x.~~ Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- ~~xii.xi.~~ Review of representation on or work with external bodies and arrangements for reporting back;

- ~~xiii.xii.~~ In an election year, to make arrangements with a view to the



Council becoming eligible to exercise the general power of competence in the future;

~~xiv-xiii.~~ Confirmation of arrangements for insurance cover in respect of all insurable risks;

~~xv-xiv.~~ Review of the Council's and/or staff subscriptions to other bodies;

~~xvi-xv.~~ Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- k At an ordinary meeting during each year, the business shall include
- i. Review of the Council's complaints procedure;
  - ii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - iii. Review of the Council's policy for dealing with the press/media;
  - iv. Review of the Council's employment policies and procedures;
  - v. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - vi. Review of inventory of land and other assets including buildings and office equipment;

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The **ChairmanChair** of the Council may convene an extraordinary meeting of the Council at any time.
- b If the **ChairmanChair** of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The **chairmanchair** of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the **chairmanchair** of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the ~~chairman~~chair of the meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Therefore if a meeting is on a Thursday the Notice of Motion must be received on the Tuesday before at the latest (excluding any bank holidays etc.).
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the ~~chairman~~chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are

received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

**11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b    **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c    **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d    **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

**12.     DRAFT MINUTES**

- a    If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Any proposed amendments shall be notified to the Proper Officer not less than 1 day in advance of the meeting.
- b    There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c    The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman~~chair~~ of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d    If the ~~chairman~~~~chair~~ of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, ~~he~~~~they~~ shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The ~~chairman~~~~chair~~ of this meeting does not believe that the minutes of the meeting of the (    ) held on [date] in respect of (    ) were a correct record but ~~his~~~~this~~ view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e    Subject to the publication of draft minutes in accordance with standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

**13.     CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- ~~b~~ ~~Unless he has~~they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- ~~bc~~ ~~Unless they have~~ been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he has a disclosable pecuniary~~they have another interest.~~He if so required by the Council's code of conduct. They~~ may return to the meeting after it has considered the matter in which ~~he~~they had the interest.
- ~~c~~ ~~Unless he has been granted a dispensation, a councillor or non-councillor with voting rights may make a representation on the item but will not be permitted to participate in any discussion or vote taken on the matter. He shall withdraw from a meeting when it is considering a matter in which he has an other relevant interest (as detailed in 9.2 of the Council's Code of Conduct) once the representation has been made. He may return to the meeting after it has considered the matter in which he had the interest.~~
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a**

**proportion of the meeting transacting the business as to impede the transaction of the business;**

**ii. granting the dispensation is in the interests of persons living in the Council's area; or**

**iii. it is otherwise appropriate to grant a dispensation**

**14. CODE OF CONDUCT COMPLAINTS**

a Upon notification by the County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

**d Upon notification by the County Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against himthem. Such action excludes disqualification or suspension from office.**

**15. PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an**

**extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 clear days before the meeting confirming ~~his~~their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new ~~Chairman~~Chair of the Council, occasioned by a casual vacancy in ~~his~~their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in an electronic list for such purpose;
- xiv. refer a planning application received by the Council to the ~~Chairman~~Chair or in ~~his~~their absence the Vice-~~Chairman~~ within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary

meeting of the Council;

- xv. manage access to information about the Council via the publication scheme-

## 16. RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

–“Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.

- a All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. ~~The Council’s statement of accounts will be prepared in accordance with proper accounting practices presenting fairly the council’s annual position income and expenditure~~ for each quarter;
  - ii. ~~the Council’s aggregate income and expenditure for the year to the 31<sup>st</sup> March shall be presented to, and approved by date;~~
  - iii. ~~the~~ balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s income and expenditure for the last quarter and the year to date for information; and
  - ~~i.ii.~~ to the Council by the end of June. (Local) Replaces NALC model 17 d i and ii the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- ed The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council as(receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which



is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

- ~~d-e~~ The Council will prepare written revenue and capital budgets for the coming financial year and approve these and set the annual precept at a meeting of the Council by the 31<sup>st</sup> January.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** including VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

- ~~d-c.~~ Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. tenders are to be submitted in writing in a sealed marked envelope

addressed to the Proper Officer;

- iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e.d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f.e. **Where the value of a contract is likely to exceed the threshold specified by the ~~Office of Government Commerce~~ from time to time, the Council must consider whether the ~~Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016~~ apply to the contract is subject to the requirements of the current procurement legislation and, if either of those Regulations apply~~so~~, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or a committee or a sub-committee is subject to standing order 11.
- b Matters pertaining to staff will be dealt with under relevant Council policies as appropriate to the matter under consideration.
- c Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- d In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(~~ef~~).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning ~~his~~their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- c A register of such signed deeds shall be kept by the Proper Officer to include details of the signatures of councillors.

**24. COMMUNICATING WITH UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Horden Parish Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of

the Council.

- c The Council will send copies of agendas and papers to Durham County Council upon request. (Local)
- d The Council will inform local County Councillors of any local views or information relating to their responsibilities.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9. Or prepared by the Proper Officer following regular review.
- c Once a motion to add to or vary or revoke one or more of the Council's standing orders is proposed and seconded, it will remain on the table without debate until the next meeting of Council.
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**27. QUESTIONS PUT TO OFFICERS AT MEETINGS**

If a member wishes to ask questions, or otherwise seek clarity on any item of information published on the agenda, they must, in the first instance, raise their request with the Proper Officer prior to the meeting to obtain the required clarification.

# HORDEN PARISH COUNCIL

## FINANCIAL REGULATIONS

### 20242025

Adapted from NALC Model



APPROVED BY COUNCIL: 7th November 2024 – HPC24/25/114



## HORDEN PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 7<sup>th</sup> November 2024 – minute reference HPC24/25/114.



## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk to the Council has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**



- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000, unless explicitly budgeted ; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, two members shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The members shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council .

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Committee at least annually by December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget with any committee proposals including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council .

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- ~~5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.~~
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices. ~~advertising of contract opportunities and the publication of notices about the award of contracts.~~**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk /RFO or Service Area Manager shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk/RFO or Service Area Manager shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk or officer placing the order shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules**~~**Contracts must not be split into smaller lots to avoid compliance with these rules.**~~
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- i. specialist services, such as legal professionals acting in disputes; accountants, surveyors or planning consultants
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £5000 excluding VAT.
  - the Deputy Clerk, Outdoor Team Manager, Outdoor Team Supervisor, Social Welfare Centre and Events Manager for any items below £4,000 excluding VAT. ~~The Cemetery Team Leader or~~ Administration Officers for items up to £1,000.
  - the council for all items over £5,000 unless explicitly budgeted;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## 6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Co-Operative bank and the CCLA. The arrangements shall be reviewed within a 4 year term for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO or Deputy Clerk. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £5000 excluding VAT, within an agreed budget.
  - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be signed immediately below the last item by the two members appointed at the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers/ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Deputy Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves, with the exception of the bulk salary payment.
- 7.2. All authorised officer signatories and administrators shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. An authorised officer signatories shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be signed off by two authorised signatories.
- 7.5. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment from the online banking system.
- 7.6. Evidence shall be retained showing which members approved the payment {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice file for audit purposes}.
- 7.7. A list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/the RFO, Deputy Clerk or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers periodically and a record kept of checks made.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than those approved at a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the Deputy Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council before any order is placed, except in an urgent case where the Clerk should consult the Chair or Vice Chair of the Council giving a reason for urgency.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO, Outdoor Team Supervisor, Cemetery Team Leader and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except in exceptional circumstances for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**



10.1. The RFO shall maintain a petty cash float of £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes, with the exception of approved overtime shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the members appointed by Council monthly to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council or a duly authorised committee must consider a full business case.

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums in excess of £100 found to be irrecoverable and any bad debts over £100 shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records. Sums of up to £100 can be written off by the RFO and reported to the next Meeting of Council.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary, usually weekly. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000 at the point of disposal. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk and other service area managers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Standing Order 5x. Review of Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

**Durham County Council:**

- Easement of Access at Thorpe Road Cemetery – maintenance of grass verge on highway for pedestrian access point.
- Winter Maintenance Arrangements.
- Three-year Licence for use of first floor of Horden Social Welfare Centre for Horden Together Office Space 2024-2027.
- Annual Service Level Agreement for the Provision of service of gas heating appliances and pipework at Horden Social Welfare Centre.
- Annual Service Level Agreement for the Provision of Lift Servicing at Horden Social Welfare Centre.
- Annual Service Level Agreement for the Provision of Grass Cutting at Cotsford Park Estate.
- Annual Service Level Agreement for the Provision of Trade Waste.

**Andy's Man Club:**

Free room hire of Horden Social Welfare Centre.

**CISWO:**

125 Year Lease of Sunderland Road Playing Fields, dated 29<sup>th</sup> January 1998.

**Creative Youth Opportunities**

Free room hire of Horden Social Welfare Centre.

**Durham Deafened Support:**

Licence for the use of three ground floor conference rooms in the Social Welfare Centre.

**Home Group Limited.**

Annual Tenancy Agreement for use of Third Street Allotment – starting 23<sup>rd</sup> March 2022.

**Horden Girl Guides:**

Free room hire of Horden Social Welfare Centre.

**Horden Residents Association.**

Free room hire of Horden Social Welfare Centre.

**Station Road Allotments:**

7 Year Tenancy Agreement with Station Road Allotment Association dated 6<sup>th</sup> June 2019

**Castle Eden Estate (c/o JJ Dell)**

Lease of Land for Station Road Allotments.

**Corona**

Supply of Electricity - Sunderland Road (2 Years to 2026)

**Document Solutions:**

Five year Photocopier Lease dated March 2021.

**Eon Next**

Supply of Gas - Social Welfare Centre (2 years to 2026).

Supply of Electricity - Cemetery Lodge (2 years to 2026)

**Octopus**

Supply of Electricity/Gas – Welfare House (not in contract)

**Scottish Power**

Supply of Electricity Social Welfare Centre (2 years to 2026)

**Horden Parish Council**  
**2025/26 Annual Subscriptions**

Institute of Cemetery & Crematorium Management  
North East Regional Employers Organisation  
National Association of Councillors  
County Durham Association of Local Councils  
Society of Local Council Clerks  
ICO – Data Protection  
Grounds Management Association

**HORDEN PARISH COUNCIL**

**MEETING SCHEDULE 2025/26**

	<b>Council</b>
June 2025	Thursday 5 <sup>th</sup> at 6pm
July 2025	Thursday 3 <sup>rd</sup> at 6pm
August 2025	NO MEETING
September 2025	Thursday 4 <sup>th</sup> at 6pm
October 2025	Thursday 2 <sup>nd</sup> at 6pm
November 2025	Thursday 6 <sup>th</sup> at 6pm
December 2025	Thursday 4 <sup>th</sup> at 6pm
January 2026	Thursday 15 <sup>th</sup> at 6pm
February 2026	Thursday 5 <sup>th</sup> at 6pm
March 2026	Thursday 5 <sup>th</sup> at 6pm
April 2026	Thursday 2 <sup>nd</sup> at 6pm
May 2026	Thursday 7 <sup>th</sup> at 6pm

**Notes relating to Monthly Meetings**

The Clerk to the Council has delegated authority to change the date of the meetings if circumstances require.

**Meetings Scheduled As Necessary**

Meetings of the **Committees** will be convened throughout the year as and when required.  
Extraordinary and special meetings of Full Council and its committees and sub-committees will be convened throughout the year as and when required.

**Annual Assembly**


The Annual Assembly must be held between 1st March and 1 June 2026. **DATE TO BE SET**



# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident:	11 <sup>TH</sup> MARCH 2025 BETWEEN 9AM - 3pm
Location:	DOWNSTAIRS KITCHEN
Damage Found (please give as much detail as possible)	THREE SMALL BURN MARKS ON THE KITCHEN BENCH NEXT TO THE HOB. WARM HUB/BREAKFAST CLUB SAID THAT THEY NOTICED THE BURN MARKS BUT DON'T KNOW HOW IT HAPPENED, AS THE MARKS WERE THERE WHEN THEY ARRIVED. DDS WERE ALSO ASKED BUT HAD NO KNOWLEDGE OF THEM.

Completed by:  Date: 11-4/25

Police Notified: YES ☒ NO ☐ Officer dealing:

Time Police notified:

Remedial Action Taken:

### 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:

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: 15/04/25

Date received by Parish Council Office: 15/04/25

## Thorpe Road Cemetery Report 24th March To 27th April 2025

<b>INTERMENT (inc. Ashes)</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
S13	FULL BURIAL	YES	£330.00
G917A	FULL BURIAL	YES	£340.00
GARDEN D 70	ASHES	YES	£227.00
L43	FULL BURIAL	YES	£340.00
P36	FULL BURIAL	YES	£340.00
N33	FULL BURIAL	YES	£340.00
B1011	ASHES	YES	£227.00
N110	FULL BURIAL	YES	£340.00
S14	FULL BURIAL	YES	£340.00
S15	FULL BURIAL	YES	£340.00
		<b>TOTAL</b>	<b>£3,164.00</b>

<b>PURCHASE OF PLOT - EXCLUSIVE RIGHT</b>			
<b>PLOT</b>	<b>DETAIL</b>		<b>FEE</b>
S13	NEW PURCHASE	YES	£330.00
GARDEN D 70	NEW PURCHASE	YES	£227.00
GARDEN D 11	TRANSFER	NO	£41.00
B1011	REPURCHASE	YES	£567.00
M77	TRANSFER	YES	£88.00
S14	NEW PURCHASE	YES	£340.00
S15	NEW PURCHASE	YES	£340.00
		<b>TOTAL</b>	<b>£1,933.00</b>

<b>SUPPLY OF IMMOVABLE MEMORIAL</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
P33	ADD INSCRIPTION	YES	£72.00
T17	HEADSTONE	YES	£113.00
		<b>TOTAL</b>	<b>£185.00</b>

<b>SUPPLY OF MEMORIAL PLAQUE</b>			
		<b>TOTAL</b>	

<b>MISCELLANEOUS</b>			<b>FEE</b>
PREPAYMENT		YES	£227.00
PREPAYMENT		NO	£803
PREPAYMENT		NO	£803
		<b>TOTAL</b>	<b>£1,833.00</b>
		<b>TOTAL INCOME</b>	<b>£7,115.00</b>

**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 Parks and Facilities over the period of 27<sup>th</sup> March to 8<sup>th</sup> May.

**2. Parks and Facilities update.**

**2.1 Sunderland Road playing fields**

- The playing fields are cut every week.
- All surrounding areas are cut and strimmed and kept tidy.
- We have a regular litter picking programme, especially after the games.
- Both of the football pitches are marked out every week.
- The changing room facilities are cleaned out after each of the games.

**2.2 Play Areas**

- All of the play areas are inspected every week and are found to be in good condition, except for the gate, at Maritime crescent, which is in for repair and has been reported.
- We have had a problem of fly tipping at Cotsford Park play area, which we are currently keeping an eye on.

**2.3 Memorial Park**

- The grassed area in the park is cut and strimmed every week.
- All of the flower beds have been weeded by hand.
- Every morning when the park is opened litter picking is carried out.
- We occasionally have damage to the flower beds.

**2.4 Cemetery**

- The cemetery is cut daily. We now leave a staff member up there to keep on top of this and send support when required.
- Bins are emptied every week.
- We have been very busy with internments over the last month, which does have an impact on other works around the Parish.
- In total we have had 12 internments.

**3. Recommendation:**

The council is recommended to note this report.

**HORDEN PARISH COUNCIL**

**BANK SIGNATORIES**

**1. Background**

- 1.1 Following recent elections, Council should review its bank mandates in accordance with Financial Regulations (FR) 1.7 and 6.1 to remove any signatories who are no longer elected members and add such signatories as may be necessary to efficiently operate bank accounts.
- 1.2 The Council holds accounts with the Co-Operative Bank (Co-op) and the Public Sector Deposit Fund of the CCLA (Churches Charities and Local Authorities Investment Management)

**2. Current Arrangements**

- 2.1 In addition to The Clerk, Deputy Clerk there are a number of councillors who are signatories. In addition, the Administration and Finance Officer is approved as an administrator for the Co-op bank accounts but is not a signatory.
- 2.2 In order to protect security and confidentiality, a list of councillor signatories will be circulated in a separate confidential list.
- 2.3 In accordance with FR6.1, the Council will generally review arrangements within a 4 year term, unless circumstances demand otherwise.
- 2.4 Any additional signatories will be required to meet FCA requirements when being added to accounts.
- 2.5 Signatories should be readily available to attend the Council Offices during working hours to examine and sign off invoices, bank statements and payment lists on both a regular and ad hoc basis as needs demand. Following the monthly meeting the task can take around one hour to complete.

**3. Recommendation - Council is recommended to**

1. Remove William Morrow, William Smith and Alison Turner from the Council's approved signatories;
2. Add named councillors to the list of approved signatories.

**Samantha J Shippen FCG, FSLCC, CMC**

**Clerk to the Council and RFO**

**May 2025.**

HORDEN PARISH COUNCIL Current Year 2024/25

Bank - Cash and Investment Reconciliation as at 31 March 2025

<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
31/03/2025	Current Account	43,462.35	
31/03/2025	Public Sector Reserve Account	285.44	
31/03/2025	CCLA PUB. SECTOR	1,086,317.03	
31/03/2025	BUSINESS SAVERS ACCOUNT	1,595.92	
			<b>1,131,660.74</b>
<b><u>Other Cash &amp; Bank Balances</u></b>			
			<b>43.27</b>
			<b>1,131,704.01</b>
<b><u>Receipts not on Bank Statement</u></b>			
			<b>184.80</b>
<b><u>Closing Balance</u></b>			
			<b>1,131,888.81</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	CURRENT BANK ACCOUNT	43,647.15	
2	90 DAY DEPOSIT A/C	285.44	
4	CCLA PUB. SECTOR	1,086,317.03	
5	BUSINESS SAVERS ACCOUNT	1,595.92	
	Other Cash & Bank Balances	43.27	
	<b>Total Cash &amp; Bank Balances</b>		<b>1,131,888.81</b>

**HORDEN PARISH COUNCIL FINANCE REPORT**

This report details accounts as at 31 March 2025 – accounts on a straight line we should be around 100%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 17%.

**EXPENDITURE**

<b>Account</b>	<b>Page</b>	<b>£ Spend/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1126 – Ad Photocopier	1	1,396/1,200	Higher copying usage		05/09/24
1320 - Cem Misc	2	871/20	Cemetery break in costs	To be claimed back from insurance	07/11/24
1344- Cem – Vehicle Fuel	2	735/500	Increased fuel usage		06/02/25
1349 – Cem Plaques	2	574/300	Will Balance out with income		06/06/24
1361 – Cem Major Scheme	2	5,734/2,500	Final architect fees		05/09/24
1401– Pk Wages	3	141,443/130,382	Allocation between Cemetery and Parks	Balances out with Cem Wages	15/05/25
1403 – Pks E'ers Pension	3	22,654/19,909	Allocation between Cemetery and Parks	Balances out with Cem Wages	15/05/25
1615 – SWC Gas	3	8,949/6,600	Higher costs due to transfer of supplier		06/06/24
1761 – GP Poppy Wreaths	4	313/185	Will balance with income		15/05/25

**INCOME**

<b>Account</b>	<b>Page</b>	<b>£ Receipt/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1196 – Bank Interest	1	53,761/15,000	Preferential rates received		06/06/24
1383 – Cem Plaques	1	1,565/360	Will balance with expenditure		15/05/25
1483 – Pk Ground Fee	2	1,636/1,700	Annual fee paid		05/09/24
1682 - SWC Letting	3	40,287/34,350	Room hire increased		06/06/24
1710 – GP Room Feed	4	645/450	Room hire increased		15/05/25
1799 – Poppy Wreaths	4	333/185	Will balance out with expenditure		05/09/24

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HORDEN PARISH COUNCIL Current Year 2024/25

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 ADMINISTRATION</b>								
1176 PRECEPTS RECEIVED	631,309	645,883	645,883	0			100.0%	
1189 INCOME-ADMIN MISC	858	853	780	(73)			109.3%	
1196 INCOME-BANK INTEREST	34,937	53,761	15,000	(38,761)			358.4%	
1198 LCTSS GRANT	115,982	96,381	96,381	0			100.0%	
ADMINISTRATION :- Income	<b>783,086</b>	<b>796,878</b>	<b>758,044</b>	<b>(38,834)</b>			<b>105.1%</b>	<b>0</b>
1101 AD-WAGES	87,779	103,484	124,898	21,414		21,414	82.9%	
1102 AD-EMPLOYERS NI	7,742	9,257	10,958	1,701		1,701	84.5%	
1103 AD-EMPLOYERS PENSION	16,913	20,179	23,606	3,427		3,427	85.5%	
1110 AD-ROOM FEES	1,800	1,800	1,800	0		0	100.0%	
1120 AD-MISCELLANEOUS	30	0	0	0		0	0.0%	
1121 AD-TELEPHONE/FAX	1,255	1,220	1,400	180		180	87.1%	
1122 AD-POSTAGE	260	174	350	176		176	49.7%	
1123 AD-STATIONERY	335	352	390	38		38	90.2%	
1125 AD-INSURANCE	10,885	10,866	12,195	1,329		1,329	89.1%	
1126 AD-PHOTOCOPIER	1,220	1,396	1,200	(196)		(196)	116.3%	
1137 AD-PLANT & EQUIPMENT	0	108	220	112		112	49.2%	
1151 AD-BANK CHARGES	622	1,072	1,072	(0)		(0)	100.0%	
1152 AD-IT FEES	4,902	5,663	5,500	(163)		(163)	103.0%	
1159 AD-PROFESSIONAL FEES	30	3,669	5,000	1,331		1,331	73.4%	
ADMINISTRATION :- Indirect Expenditure	<b>133,774</b>	<b>159,241</b>	<b>188,589</b>	<b>29,348</b>	<b>0</b>	<b>29,348</b>	<b>84.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>649,312</b>	<b>637,637</b>	<b>569,455</b>	<b>(68,182)</b>				
<b>102 ALLOTMENTS</b>								
1281 INCOME-ALLOT RENT	2,300	2,438	2,400	(38)			101.6%	
ALLOTMENTS :- Income	<b>2,300</b>	<b>2,438</b>	<b>2,400</b>	<b>(38)</b>			<b>101.6%</b>	<b>0</b>
1213 AL-RENTS	1,435	1,435	1,435	0		0	100.0%	
1220 AL-MISCELLANEOUS	39	40	43	3		3	94.2%	
ALLOTMENTS :- Indirect Expenditure	<b>1,474</b>	<b>1,475</b>	<b>1,478</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>99.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>826</b>	<b>963</b>	<b>922</b>	<b>(41)</b>				
<b>103 CEMETERIES</b>								
1383 INCOME-CEM MEMORIAL PLAQUES	842	1,565	360	(1,205)			434.7%	
1384 INCOME-CEMETERY FEES	60,610	54,557	58,000	3,443			94.1%	
1389 INCOME-CEM MISC	10	2	0	(2)			0.0%	
1390 INCOME-MEMORIAL BENCHES	558	558	500	(58)			111.7%	
CEMETERIES :- Income	<b>62,020</b>	<b>56,682</b>	<b>58,860</b>	<b>2,178</b>			<b>96.3%</b>	<b>0</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1301 CEM-WAGES	68,497	43,261	77,975	34,714		34,714	55.5%	
1302 CEM-EMPLOYERS NI	5,947	3,714	6,953	3,239		3,239	53.4%	
1303 CEM-EMPLOYERS PENS	13,418	9,074	14,679	5,605		5,605	61.8%	
1304 CEM-COUNCIL TAX	5,158	5,389	5,418	29		29	99.5%	
1307 CEM-CLOTHING	255	91	375	284		284	24.2%	
1311 CEM-RATES	1,519	1,671	1,596	(75)		(75)	104.7%	
1312 CEM-WATER	(342)	635	2,000	1,365		1,365	31.8%	
1314 CEM-ELECTRICITY	841	1,195	1,500	305		305	79.7%	
1316 CEM-CLEANING	89	86	100	14		14	86.5%	
1320 CEM-MISCELLANEOUS	796	871	20	(851)		(851)	4355.7%	
1321 CEM-TELEPHONE/FAX	336	289	356	67		67	81.1%	
1336 CEM-BUILDINGS	99	298	850	552		552	35.1%	
1337 CEM-PLANT & EQUIP	402	45	500	455		455	9.0%	
1338 CEM-TOOLS	230	5	200	195		195	2.3%	
1339 CEM-EQUIP REPAIRS	1,272	2,077	3,500	1,423		1,423	59.3%	
1340 CEM-GROUNDS MAINTNCE	2,229	1,094	3,000	1,906		1,906	36.5%	
1342 CEM-EQUIPMENT FUEL	1,758	1,612	3,000	1,388		1,388	53.7%	
1343 CEM-VEHICLE MAINTNCE	2,323	683	3,500	2,817		2,817	19.5%	
1344 CEM-VEHICLE FUEL	466	735	500	(235)		(235)	147.0%	
1345 CEM-VEHICLE TAX/INS	535	461	680	219		219	67.8%	
1346 CEM-HORTICULTURE	940	412	1,320	908		908	31.2%	
1347 CEM-HEALTH & SAFETY	28	45	100	55		55	44.6%	
1349 CEM - PLAQUES	640	574	300	(274)		(274)	191.3%	
1359 CEM-PROFESSIONAL FEE	0	415	637	222		222	65.1%	
1361 CEM-MAJOR SCHEMES	20,371	5,734	2,500	(3,234)		(3,234)	229.4%	5,984
1362 CEM-TRADE WASTE	1,829	1,883	1,911	28		28	98.6%	
1363 CEM- LOAN REPAYMENT	26,072	26,072	26,073	1		1	100.0%	
1364 CEM-MEMORIAL BENCHES	0	298	500	202		202	59.5%	
<b>CEMETERIES :- Indirect Expenditure</b>	<b>155,709</b>	<b>108,719</b>	<b>160,043</b>	<b>51,324</b>	<b>0</b>	<b>51,324</b>	<b>67.9%</b>	<b>5,984</b>
<b>Net Income over Expenditure</b>	<b>(93,689)</b>	<b>(52,037)</b>	<b>(101,183)</b>	<b>(49,146)</b>				
6000 plus Transfer from EMR	0	5,984	0	(5,984)				
<b>Movement to/(from) Gen Reserve</b>	<b>(93,689)</b>	<b>(46,052)</b>	<b>(101,183)</b>	<b>(55,131)</b>				
<b>104 PARKS</b>								
1483 INCOME-PK GROUND FEE	1,635	1,636	1,700	64			96.2%	
1486 INCOME-PK SLAND RD BUNG RENT	3,528	3,696	3,528	(168)			104.8%	
1487 INCOME-PK INS CLAIMS	13,688	2,270	0	(2,270)			0.0%	
1489 INCOME-PK MISC	500	194	0	(194)			0.0%	
<b>PARKS :- Income</b>	<b>19,351</b>	<b>7,796</b>	<b>5,228</b>	<b>(2,568)</b>			<b>149.1%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1401 PK-WAGES	110,852	141,443	130,382	(11,061)		(11,061)	108.5%	
1402 PK-EMPLOYERS NI	7,910	10,018	9,915	(103)		(103)	101.0%	
1403 PK-EMPLOYERS PENSION	18,044	22,654	19,909	(2,745)		(2,745)	113.8%	
1407 PK-CLOTHING	154	131	390	259		259	33.7%	
1411 PK-RATES	720	749	753	5		5	99.4%	
1413 PK-RENTS	410	410	410	0		0	100.0%	
1414 PK-ELECTRICITY	1,689	2,157	2,300	143		143	93.8%	
1416 PK-CLEANING	63	94	100	6		6	94.5%	
1420 PK-MISCELLANEOUS	11,058	0	20	20		20	0.0%	
1421 PK-TELEPHONE/FAX	336	317	348	31		31	91.2%	
1436 PK-BUILDINGS	2,594	722	2,000	1,278		1,278	36.1%	
1437 PK-PLANT & EQUIPMENT	305	191	500	309		309	38.2%	33,500
1438 PK-TOOLS	0	0	100	100		100	0.0%	
1439 PK-EQUIP REPAIRS	416	208	1,500	1,292		1,292	13.9%	
1440 PK-GROUNDS MAINT	1,709	1,461	2,000	539		539	73.1%	
1442 PK-EQUIPMENT FUEL	484	468	510	42		42	91.7%	
1446 PK-HORTICULTURE	1,376	1,310	1,578	268		268	83.0%	
1447 PK-HEALTH & SAFETY	197	33	250	217		217	13.1%	
1448 PK-PLAY EQUIPMENT	0	178	100,000	99,822		99,822	0.2%	
1459 PK-PROFESSIONAL FEES	356	376	3,000	2,624		2,624	12.5%	
<b>PARKS :- Indirect Expenditure</b>	<b>158,673</b>	<b>182,921</b>	<b>275,965</b>	<b>93,044</b>	<b>0</b>	<b>93,044</b>	<b>66.3%</b>	<b>33,500</b>
<b>Net Income over Expenditure</b>	<b>(139,322)</b>	<b>(175,124)</b>	<b>(270,737)</b>	<b>(95,613)</b>				
6000 plus Transfer from EMR	0	33,500	0	(33,500)				
<b>Movement to/(from) Gen Reserve</b>	<b>(139,322)</b>	<b>(141,624)</b>	<b>(270,737)</b>	<b>(129,113)</b>				
<b>106 S.W.C.</b>								
1682 INCOME-SWC LETTINGS	34,934	40,287	34,350	(5,937)			117.3%	
1688 INCOME-SWC CATERING	49	0	50	50			0.0%	
1689 INCOME-SWC MISC	0	130	0	(130)			0.0%	
<b>S.W.C. :- Income</b>	<b>34,983</b>	<b>40,417</b>	<b>34,400</b>	<b>(6,017)</b>			<b>117.5%</b>	<b>0</b>
1601 SWC-WAGES	30,483	33,059	34,472	1,413		1,413	95.9%	
1602 SWC-EMPLOYERS NI	2,046	2,175	2,184	9		9	99.6%	
1603 SWC EMPLOYERS PENSION	4,616	4,821	4,710	(111)		(111)	102.4%	
1604 SWC-COUNCIL TAX	1,719	3,593	3,595	2		2	99.9%	
1607 SWC-CLOTHING	29	48	60	12		12	80.8%	
1611 SWC-RATES	7,360	7,360	7,692	332		332	95.7%	
1612 SWC-WATER	246	1,030	2,000	970		970	51.5%	
1614 SWC-ELECTRICITY	4,969	6,960	7,150	190		190	97.3%	
1615 SWC-GAS	4,068	8,949	6,600	(2,349)		(2,349)	135.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1616 SWC-CLEANING	561	1,225	1,050	(175)		(175)	116.7%	
1636 SWC-BUILDINGS	4,189	7,295	11,400	4,105		4,105	64.0%	
1637 SWC-PLANT & EQUIP	365	326	350	24		24	93.0%	
1638 SWC-TOOLS	1	0	50	50		50	0.0%	
1639 SWC-EQUIP REPAIRS	0	0	200	200		200	0.0%	
1647 SWC-HEALTH & SAFETY	453	202	500	298		298	40.5%	
1649 SWC-CATERING	24	55	75	20		20	72.9%	
1659 SWC-PROFESSIONAL FEE	122	0	1,000	1,000		1,000	0.0%	
1663 SWC-TRADE WASTE	1,355	1,436	1,557	121		121	92.2%	
S.W.C. :- Indirect Expenditure	<b>62,604</b>	<b>78,534</b>	<b>84,645</b>	<b>6,111</b>	<b>0</b>	<b>6,111</b>	<b>92.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,621)</b>	<b>(38,117)</b>	<b>(50,245)</b>	<b>(12,128)</b>				
<b>107 GENERAL PURPOSES</b>								
1777 INCOME-GP EXTERNAL FUNDING	0	7,679	0	(7,679)			0.0%	
1778 INCOME-GP EVENTS	67	42	0	(42)			0.0%	
1790 INCOME-GP DOG BAGS	1,442	1,385	1,600	215			86.5%	
1799 INCOME-POPPY WREATHS	286	333	185	(148)			180.2%	
GENERAL PURPOSES :- Income	<b>1,795</b>	<b>9,439</b>	<b>1,785</b>	<b>(7,654)</b>			<b>528.8%</b>	<b>0</b>
1710 GP-ROOM FEES	419	645	450	(195)		(195)	143.2%	
1719 GP-CHAIR'S ALLOWANCE	1,499	1,833	2,071	238		238	88.5%	
1720 GP-MISCELLANEOUS	371	0	50	50		50	0.0%	
1724 GP-SUBSCRIPTIONS	2,778	2,246	3,628	1,382		1,382	61.9%	
1725 GP- MEMBERS TRAVEL & SUBS	0	0	120	120		120	0.0%	
1726 GP-MEMBERS PARTICIPATION ALLOW	6,291	5,147	6,292	1,145		1,145	81.8%	
1727 GP-OFFICER TRAVEL & SUBS	377	240	600	360		360	40.1%	
1729 GP-CONF/TRAINING	1,079	1,055	5,000	3,945		3,945	21.1%	
1732 GP-PUBLICITY	150	400	450	50		50	88.9%	
1733 GP-ACTIVITIES & EVENTS	9,731	10,824	11,500	676		676	94.1%	
1757 GP-AUDIT	5,180	5,355	5,450	95		95	98.3%	
1758 GP-ELECTION	0	0	2,000	2,000		2,000	0.0%	
1759 GP-PROFESSIONAL FEES	1,190	2,202	3,397	1,195		1,195	64.8%	
1760 GP-DOG BAGS	1,564	1,600	1,600	0		0	100.0%	
1761 GP-POPPY WREATHS	369	313	185	(128)		(128)	169.1%	
1762 GP-FUNDED PROJECTS	14,215	0	0	0		0	0.0%	
GENERAL PURPOSES :- Indirect Expenditure	<b>45,214</b>	<b>31,860</b>	<b>42,793</b>	<b>10,933</b>	<b>0</b>	<b>10,933</b>	<b>74.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(43,419)</b>	<b>(22,422)</b>	<b>(41,008)</b>	<b>(18,586)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 GRANTS</b>								
1863 OTHER GRANTS	18,950	10,507	22,500	11,993		11,993	46.7%	
1864 WELFARE PARK GRANTS	53,896	0	86,435	86,435		86,435	0.0%	
GRANTS :- Indirect Expenditure	<b>72,846</b>	<b>10,507</b>	<b>108,935</b>	<b>98,428</b>	<b>0</b>	<b>98,428</b>	<b>9.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(72,846)</b>	<b>(10,507)</b>	<b>(108,935)</b>	<b>(98,428)</b>				
<b>109 CAPITAL PURCHASES</b>								
1975 INCOME-ASSETSALE	417	1,275	0	(1,275)			0.0%	
CAPITAL PURCHASES :- Income	<b>417</b>	<b>1,275</b>	<b>0</b>	<b>(1,275)</b>				<b>0</b>
1963 CP-CAPITAL PURCHASES	0	56,205	55,590	(615)		(615)	101.1%	
1964 MAJOR SCHEMES	7,700	0	5,000	5,000		5,000	0.0%	
CAPITAL PURCHASES :- Indirect Expenditure	<b>7,700</b>	<b>56,205</b>	<b>60,590</b>	<b>4,385</b>	<b>0</b>	<b>4,385</b>	<b>92.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,283)</b>	<b>(54,930)</b>	<b>(60,590)</b>	<b>(5,660)</b>				
<b>110 BAR</b>								
11045 BAR LICENCES	180	180	180	0		0	100.0%	
BAR :- Indirect Expenditure	<b>180</b>	<b>180</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(180)</b>	<b>(180)</b>	<b>(180)</b>	<b>0</b>				
<b>112 WINTER WARM HUBS</b>								
11264 WINTER HUB EXPENDITURE	2,063	0	1,500	1,500		1,500	0.0%	
WINTER WARM HUBS :- Indirect Expenditure	<b>2,063</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,063)</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<b>113 FLOWER &amp; VEGETABLE SHOW</b>								
11377 INCOME-FLOWER&VEG DONATIONS	0	0	850	850			0.0%	
FLOWER & VEGETABLE SHOW :- Income	<b>0</b>	<b>0</b>	<b>850</b>	<b>850</b>			<b>0.0%</b>	<b>0</b>
11350 EXPEND. FLOWER&VEG SHOW	0	0	500	500		500	0.0%	
11351 EXPEND.FLOWER&VEG FEES	0	0	350	350		350	0.0%	
FLOWER & VEGETABLE SHOW :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>850</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	903,952	914,925	861,567	(53,358)			106.2%	
Expenditure	640,237	629,643	925,568	295,925	0	295,925	68.0%	
Net Income over Expenditure	263,715	285,282	(64,001)	(349,283)				
plus Transfer from EMR	0	39,484	0	(39,484)				
Movement to/(from) Gen Reserve	263,715	324,767	(64,001)	(388,768)				

**Cash Withdrawals & Debit Card Transactions:**

02/04/2025 – Newton Newton – VE Day Flags - CJ – £91.80

03/04/2025 – Newton Newton – Combined Carriage Refund – CJ - £11.40 credit

14/04/2025 – SLCC – Membership – SS - £385.00

25/04/2025 – Emorsgate Seeds – Meadow Mix Seeds – SS - £769.60

\*amount above £500 – former Vice Chairman was consulted prior to purchase in accordance with FR9.1.

06/05/2025 – Cash Withdrawal – Petty Cash – CJ - £90.00

**TOTAL £1,325.00**

09/05/2025

HORDEN PARISH COUNCIL Current Year 2024/25

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Nominal Ledger Report by ACCOUNT

User :CJ

A/c Code	210 PETTY CASH				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					83.73	
1	30/04/2024	3324	Journal	PETTY CASH APRIL 2024		1.30
2	31/05/2024	3331	Journal	PETTY CASH MAY 2024		25.00
3	25/06/2024	DCARD5	Cashbook	PETTY CASH	100.00	
3	30/06/2024	3339	Journal	PETTY CASH JUNE 2024		70.02
4	31/07/2024	DCARD9	Cashbook	CASH WITHDRAWAL PETTY CASH	30.00	
4	31/07/2024	3345	Journal	PETTY CASH JULY 2024		61.27
5	31/08/2024	3350	Journal	PETTY CASH AUGUST 2024		5.59
6	30/09/2024	3360	Journal	PETTY CASH SEPTEMBER 2024		1.30
8	07/11/2024	DCARD27	Cashbook	PETTY CASH	40.00	
8	30/11/2024	3388	Journal	PETTY CASH NOVEMBER 2024		40.75
9	03/12/2024	DCARD35	Cashbook	CASH WITHDRAWAL - PETTY CASH	120.00	
9	31/12/2024	3397	Journal	PETTY CASH DECEMBER 2024		120.00
10	31/01/2025	3406	Journal	PETTY CASH JANUARY 2025		11.89
11	28/02/2025	3409	Journal	PETTY CASH FEBRUARY 2025		1.89
12	31/03/2025	3416	Journal	PETTY CASH MARCH 2025		1.45
Account PETTY CASH					Account Totals	
					373.73	340.46
Centre					Net Balance Month 12	33.27

**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
Citron Hygiene UK Limited	01.04.25	Sanitary Disposal SWC Annual Fee April 2025 to March 2026	£135.36	BACS
Co-operative Bank	01.04.25	BACS/FD Online Fees 01/03/2025 - 31/03/2025	£69.10	D/D
Co-operative Bank	01.05.25	BACS/FD Online Fees 01/04/2025 - 30/04/2025	£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 01/02/2025 - 28/02/2025 CREDIT	-£29.98	CREDIT
Corona Energy	15.04.25	Memorial Park Electricity 01/02/2025 - 28/02/2025 RECALCULATION	£25.15	D/D
Corona Energy	15.04.25	Memorial Park Electricity 01/03/2025 - 31/03/2025	£25.37	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
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 03/03/2025 - 31/03/2025	£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 01/04/2025 - 01/05/2025	£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

## Agenda Item 25

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
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 25/03/2025 - 25/04/2025	£32.08	BACS
Peterlee Town Council	31.03.25 rcvd 01.05.25	Reimburse BP Wages 17/03/2025-31/03/2025	£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 01/04/2025 - 31/03/2026	£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
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
<b>OTHER PAYMENTS</b>				
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
		<b>Horden Parish Council APRIL 2025 TOTAL</b>	<b>£46,480.92</b>	



**HORDEN PARISH COUNCIL**

**SOUTH TERRACE WALL UPDATE**

**1. Background**

- 1.1 Council has been aware of the requirement of the Horden Recreation Ground Trustee's need to replace the wall on the South Terrace side of Horden Welfare Park for some time.
- 1.2 A Planning Application was recently submitted by Horden Parish Council as landowner. Planning consent was granted on 7<sup>th</sup> May 2025 subject to conditions.
- 1.3 Tenders have been returned and will be considered by the Horden Recreation Ground Trustee meeting on 16<sup>th</sup> May 2025.
- 1.4 An earmarked reserve is held by Horden Parish Council of £111,250 for the project. The reserve is currently insufficient to meet the tendered costs, however earmarked movements at year ended 31 March 2025 are yet to be considered by the Council.

**2. Proposal**

- 2.1 The South Terrace Wall Project should rightly sit with the Horden Recreation Ground Trustee. The Trustee will be required to consider the recently received tenders and make a funding request to the Council for financial support.
- 2.2 In order to enable the Project to move forward in a timely manner, it is suggested that the Council adjourns business to allow the Trustee to meet and reconvenes either immediately after the meeting of the Trustee or at a date to be confirmed in order to consider a request for financial support.

- 3. Recommendation** - Council is recommended to consider any request for financial support to the Horden Recreation Ground Charity Trustee to enable the South Terrace Wall Replacement Project.

**Samantha J Shippen FCG, FSLCC, CMC**  
**Clerk to the Council**  
**May 2025.**