

Horden Parish Council

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

29 August 2025

Dear Member

You are summoned to attend the Horden Parish Council Meeting to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 4 September 2025 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 4 September 2025**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of Interest** – to receive declarations of interest from Members on items of the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct.
3. **Minutes of the Horden Parish Council Meeting held 5 June 2025 (enclosed)** – to consider for approval.
4. **Public Participation** – to receive any representations or questions from the public in accordance with standing orders 3 e.g. ***Members of the Public are invited to address the Parish Council on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
5. **Horden Numbered Streets Planning Application Ref: DM/25/02205/FPA** – to receive a presentation from ELG Planning and consider the Council's response to Durham County Council.
6. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
7. **Damage and Incident Report (enclosed)** – to consider report.
8. **Cemetery Burial and Income Report 23/6/25 – 23/8/25 (enclosed)** – to receive the information.
9. **Outdoor Team Manager Report** – to consider the report.
10. **County Councillor Update** – to receive the information.
11. **Parish Council Financial:**
 - a) **Bank Balances (enclosed)** – to receive balances at 30/06/25.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 30/06/2025.
 - c) **Cash Withdrawals and Debit Card Transactions to July 2025 (enclosed)** – to approve report.
 - d) **Petty Cash report to 30th June 2025 (enclosed)** – to approve report.
 - e) **Bank Transfer(s)** – to approve transfer(s).
 - f) **Bank Signatories** – to consider new signatories.
12. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
13. **Members/Officers Allowances** – to consider any claims for approval.
14. **Participation allowance** – to consider any underspend in accordance with Council Policy.
15. **Appointment of Internal Audit 2025/26** – to consider report.
16. **CCLA Correspondence:**
 - a) **CCLA/Juniper IM Group** – to receive the information.
 - b) **CCLA Changes to charges** – to receive the information.
17. **Station Road Allotments, Provision of a new Container** – request from Councillor Frank Leadbitter.
18. **Horden Minewater** – to consider representation on Steering Group.

19. Remembrance Sunday

a) **Wreath** – to consider wreath order for 2025.

b) **Wreath Laying** – to consider order of Wreath laying.

20. Tuesday Breakfast Club – to receive the information.

21. Durham County Council HMO Consultation – to consider any response.

22. Flower and Vegetable Show 2026 – to consider holding show in 2026.

23. Army Cadets Donation Request - to consider donation.

24. County Durham Local Historic Flag – to receive information.

25. CPRE Membership – to consider request.

26. NAC General Management Meeting Invitation – to consider attendance.



Samantha Shippen
Clerk to the Council
29 August 2025

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 3 July 2025

- Present:** Councillor F Leadbitter (Chairman)
 Councillors C Armstrong, R Bagnall, T Baldersera, D Bellingham, C Cain, E Laing, C Robson, T Usher, J Ward, G Wetherell, F Winrow and L Williams.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
- Other:** 7 Members of the Pubic were present.
- HPC 25/26/061** **Apologies for Absence.**
RESOLVED: That apologies be **APPROVED** for Councillor D Tait.
- HPC 25/26/062** **Declarations of Interest.**
RESOLVED: No declarations were made.
- HPC 25/26/063** **Minutes of the Horden Parish Council Meeting held 5 June 2025.**
RESOLVED: The minutes be confirmed as a true record with amendment and signed by the Chairman.
- HPC 25/26/064** **Minutes of the Horden Parish Council Special Meeting held 19 June 2025.**
RESOLVED: The minutes be confirmed as a true record and signed by the Chairman.
- HPC 25/26/065** **Public Participation.**
 No members of the public spoke at this item.
- HPC 25/26/066** **Horden Minewater Update.**
 Graham Easterlow from East Durham Trust provided an update on the energy projects that East Durham Trust are working on that impact on Horden. The projects included Horden Minewater, a feasibility on renewables, domestic energy support. Graham Easterlow specially requested representation from an elected member on their Steering Group.
RESOLVED: Council **AGREED** to add the request for representation on the September agenda and thanked Graham for his presentation.
- HPC 25/26/067** **Horden Masterplan Update.**
 Graeme Smith and John Russell from Durham County Council provided an update on the Masterplan. They stated they recently held community consultation at the Salvation Army that was well received. They stated that the pre planning application consultation concludes on 04th July and they will submit a planning application in August, with a decision likely around November/December 25 and work to start in March 2026. They re-iterated that there in currently no compulsory purchase orders in place and this would need approval from the Durham County Councils Cabinet. They provided a list of options for support for those residents living in the affected streets. Councillors asked a numbers of questions which were answered. The council thanked Graeme and John for providing the update.
- HPC 25/26/068** **Register of Delegated Decisions.**
 There were no delegated decisions to report.
- HPC 25/26/069** **Damage and Incident Report.**
RESOLVED: Council **NOTE** the report.
- HPC 25/26/070** **Cemetery Burial and Income Report 24/5/25 – 22/06/25.**
RESOLVED: Council **RECIEVE** the information.
- HPC 25/26/071** **Outdoor Team Manager Report.**
RESOLVED: Council **NOTE** the report.
- HPC 25/26/072** **County Councillor Update.**
RESOLVED: Council **NOTE** the report.
- HPC 25/26/073** **Bank Transfers**
 The Clerk requested that £50,000 be transferred from the CCLA account to the Current account.
RESOLVED: Council **ENDORSE** transfer of funds from the CCLA bank account to the Current account.

- HPC** **Invoices for endorsement for payment.**
25/26/074 **RESOLVED:** To **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling. Councillors F Leadbitter and L Williams to authorise.
- HPC** **Members/Officers Allowances.**
25/26/075 The Clerk advised that those Members who requested Participation Allowance would be paid today.
RESOLVED: Council **NOTE** the information.
- HPC** **Co-option Candidates.**
25/26/076 Council received two applications for co-option.
RESOLVED: That W Morrow to be co-opted as a Councillor.
- HPC** **Asset Transfer.**
25/26/077 **RESOLVED:** Council **APPROVE** the transfer of assets of Toro 3100d Ride on Mower, Ransomes Mastiff 91 Pedestrian Cylinder Mower and the Weilbank Legacy 56 Pro Mower to the cost of £41,358.00 as a donation from Horden Parish Council to Horden Recreation Ground Charity.
- HPC** **Church Green Artwork.**
25/26/078 **RESOLVED:** Council **AGREE** to the project to include an improvement to the hard landscaping.
- HPC** **Cemetery House Update.**
25/26/079 **RESOLVED:** Council **NOTE** the verbal update.
- HPC** **Welfare House Update.**
25/26/080 **RESOLVED:** Council **NOTE** the verbal update, with Councillor D Bellingham to contact East Durham Trust.
- HPC** **Memorial Park Fence Update.**
25/26/081 **RESOLVED:** Council **NOTE** the verbal update.
- HPC** **Third Street Allotments Update.**
25/26/082 **RESOLVED:** Council **NOTE** the verbal update.
- HPC** **Grants Houses Allotments Update.**
25/26/083 **RESOLVED:** Council **NOTE** the verbal update and await response from Durham County Council.
- HPC** **Price for Locking up Parks Update.**
25/26/084 **RESOLVED:** Council **NOTE** the verbal update and **ADVISE** Officers to re-advertise the tender.

Meeting concluded at 8:10pm

Horden Parish Council Invoices for Payment June 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
112 Secure Limited	11.06.25	Door & Lock Repairs and Replacement Locks - Cemetery	£455.00	BACS
Amazon	08.06.25	Shredder - Cemetery	£34.48	BACS
Banner Group Limited	01.07.25	2nd Class Stamps, Copier Paper & Stationery	£112.84	BACS
Banner Group Limited	02.07.25	Wage Envelopes	£20.95	BACS
Big Science UK	23.06.25	Big Science - Events	£300.00	BACS
Co-operative Bank	01.07.25	BACS/FD Online Fees 01/06/2025 - 30/06/2025	£73.36	D/D
Corona Energy	04.06.25	Sunderland Road Pavilion Electricity 01/05/25 - 31/05/25	£120.62	D/D
Corona Energy	05.06.25	Memorial Park Electricity 01/05/2025 - 31/05/2025	£26.47	D/D
Crazy Creatures	30.06.25	Petting Zoo 30/07/2025	£240.00	BACS
Creative Youth Opportunities	30.06.25	Activities - Teddy Bear's Picnic	£780.00	BACS
Creative Youth Opportunities	30.06.25	Activities - Miner's Picnic	£575.00	BACS
Culligan (was Waterlogic)	15.06.25	Water Cooler Rental & Service - June 2025	£31.80	D/D
Document Solutions Ltd	30.06.25	Photocopying Fees June 2025	£85.11	D/D
Durham County Council	16.06.25	Grass Cutting Cotsford Park 2025/2026	£309.17	BACS
Durham County Council	30.05.25	Glenfield Attendance - SWC Boiler	£316.80	BACS
Durham County Council	17.06.25	DCC Attendance - SWC Boiler	£241.34	BACS
Eon Next	01.07.25	Gas SWC 02/06/2025 - 30/06/2025	£28.12	D/D
Eon Next	01.07.25	Electricity Cemetery 02/06/2025 - 30/06/2025	£20.14	D/D
P Evans - Carnival Fun Fairs	24.06.25	3 Attractions - Teddy Bears Picnic	£1,680.00	BACS
P Evans - Carnival Fun Fairs	24.06.25	3 Attractions - Miners Day Picnic	£1,680.00	BACS
IRIS Business Software Ltd	12.05.25	Annual Licence Fee 11/06/2025 - 31/03/2026	£498.00	BACS
ITC Service Limited	30.06.25	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - July	£448.56	D/D
JR Productions	26.06.25	Punch and Judy and Bubble Show	£300.00	BACS
JR Productions	26.06.25	Bubble Show & Mascot Hire (Paddington Bear)	£220.00	BACS
Pat Lavery Tyre & Exhaust Centre	11.06.25	Replace Near Side Rear Tyre - Iveco	£70.00	BACS
Lloyd Limited	27.06.25	Circlip Kit & Ball Pin	£18.84	BACS
Lloyd Limited	30.06.25	Husqvarna Strimmer	£426.00	BACS
Microshade Business Consultants Ltd	15.06.25	Hosted Application Service - Rialtas 15/06/25 - 14/07/25	£143.52	BACS
Billy Mitchell	22.05.25	Pitmen Poets Performance - Miners Day Picnic	£1,800.00	BACS
Mitchell Digital Limited	01.07.25	Hosted Application Service 2025/26	£480.00	BACS
Octopus Energy Limited	22.06.25	Welfare House Gas & Electricity 21/05/2025 - 21/06/2025	£34.52	BACS
Octopus Energy Limited	26.06.25	Welfare House Gas & Electricity 22/06/2025 - 25/06/2025	£1.10	BACS
Octopus Energy Limited	22.06.25	Cemetery Lodge Gas & Electricity 21/05/25 - 21/06/25	£35.76	BACS
Octopus Energy Limited	24.06.25	Cemetery Lodge Gas & Electricity 22/06/25 - 23/06/25	-£2.47	CREDIT
Playsafety Limited (RoSPA)	26.06.25	Annual Playground Inspections	£460.80	BACS
Popple's Tales - LJ Robertson	07.06.25	Storytelling Sessions - Teddy Bears Picnic	£150.00	BACS

Rickerby Limited	31.05.25	2 x Strimmer Cord, Lapping Paste, Dennis Blades and Screws	£361.27	BACS
Rickerby Limited	09.06.25	CREDIT - Lapping Paste, Dennis Blades and Screws	-£284.47	CREDIT
Salus NE Limited	02.07.25	First Aiders - VE Day	£154.80	BACS
Select Telecom Limited	31.05.25	Admin Phone Lines/Calls/Internet - June 2025	£136.08	D/D
Shoreline Fire Limited	16.06.25	Bi-Annual Service Fire Alarm System/Emergency Lighting - SWC	£144.00	BACS
Shoreline Fire Limited	16.06.25	Bi-Annual Service Fire Alarm System/Emergency Lighting - Sunderland Road Pavilion	£144.00	BACS
Shorts Turf Machinery	15.06.25	Remove and Replace Starter Motor, Ignition Switch and Streter Relay - Cemetery Kubota	£360.00	BACS
Siemens Financial Services Limited	14.06.25	Photocopier Lease 14/07/2025-13/10/2025 and Annual Service Fee 14/07/2025-13/07/2026	£250.56	D/D
Steadfast Security Systems	24.06.25	Annual Alarm Maintenance	£130.80	BACS
Steadfast Security Systems	24.06.25	Annual Maintenance - SWC Door Entry System	£352.80	BACS
Storm Entertainment	13.06.25	Facepainting - Teddy Bears Picnic	£150.00	BACS
Storm Entertainment	25.06.25	Facepainting - Miners Day Picnic	£150.00	BACS
Vodafone	20.06.25	Mobile Phones	£42.30	D/D
Wex	09.06.25	Equipment Fuel - Cemetery	£108.22	D/D
Wex	16.06.25	Vehicle Fuel - Iveco	£67.28	D/D
Wex	23.06.25	Equipment Fuel - Cemetery	£102.58	D/D
Wex	29.06.25	Vehicle Trackers	£14.40	D/D
Zurich Municipal	10.06.25	Annual Insurance	£15,373.76	BACS
OTHER PAYMENTS				
Co-op Bank	05.06.25	Wages Week 9	£5,746.04	BACS
Co-op Bank	12.06.25	Wages Week 10	£5,805.22	BACS
Co-op Bank	19.06.25	Wages Week 11	£5,740.57	BACS
Co-op Bank	26.06.25	Wages Week 12	£5,740.77	BACS
Durham County Council	30.06.25	Superannuation Weeks 10 - 13	£7,191.19	BACS
HMRC	30.06.25	PAYE Weeks 10 - 13	£7,112.39	BACS
HMRC	30.06.25	PAYE Month 3	£1,027.80	BACS
Wave	11.06.25	Cemetery Water 11/03/2025 - 10/06/2025 (£82.00 pcm)	£156.39	D/D
		Horden Parish Council JUNE 2025 TOTAL	£68,494.58	

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 15/7/25
Location: Meeting Room
Damage Found (please give as much detail as possible)
One chair had been placed against the wall, upon inspection the back legs were pointing 450° from the front legs.

Completed by: Angela Lee Date: 15/7/25

Police Notified: YES ☒ NO ☐ Officer dealing:

Time Police notified:

Remedial Action Taken: Chair removed

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. Wilson

Date: 16/07/25

Date received by Parish Council Office: 16/07/25

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 13/08/2025 08:50am
Location: Social Welfare Centre
Damage Found (please give as much detail as possible)
A car, that hadn't had its handbrake on, rolled down from the car park into the social welfare building. The car knocked into the shutter and part of the front door and panel. The shutter is not operable and there is minor damage to the door panel and pavement.

Completed by: C Jackson

Date: 13/08/2025

Police Notified: / NO Officer dealing:

Time Police notified:

Remedial Action Taken:

Shutters to be fixed.

OFFICE USE:

Has available CCTV been checked: YES / NO

Is this an Insurance Claim: YES

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

Is this a disposal of an Asset: NO

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

Completed by: C. Barber Date:

Date received by Parish Council Office: 13/08/25

Thorpe Road Cemetery Report 23rd June To 23rd August 2025

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
S16	FULL BURIAL	YES	£340.00
S17	FULL BURIAL	YES	£340.00
G638	FULL BURIAL	NO	£1,205.00
S18	FULL BURIAL	YES	£340.00
T22	FULL BURIAL	NO	£2,410.00
GARDEN D 74	ASHES	NO	£803.00
S20	FULL BURIAL	YES	£340.00
S19	FULL BURIAL	YES	£340.00
GARDEN D 75	ASHES	YES	£227.00
		TOTAL	£6,345.00

PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
S16	NEW PURCHASE	YES	£340.00
S17	NEW PURCHASE	YES	£340.00
G638	NEW PURCHASE	NO	£1,205.00
S18	NEW PURCHASE	YES	£340.00
G803	TRANSFER VIA STAT DEC	YES	£88.00
T22	NEW PURCHASE	NO	£2,009.00
GARDEN D 74	NEW PURCHASE	NO	£803.00
S20	NEW PURCHASE	YES	£340.00
S19	NEW PURCHASE	YES	£340.00
GARDEN D 75	NEW PURCHASE	YES	£227.00
		TOTAL	£6,032.00

SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
S5	NEW STONE	YES	£113
GARDEN A 83	NEW STONE	YES	£113
P36	INSCRIPTION	YES	£72.00
GARDEN D 70	NEW STONE	YES	£113.00
L149	NEW STONE	YES	£113.00
M77	INSCRIPTION	NO	£161.00
L178	NEW STONE & KERBS	YES	£226.00
P52	NEW STONE	NO	£268.00
D1033	INSCRIPTION	NO	£161.00
M134	INSCRIPTION	YES	£72.00
G604/605	INSCRIPTION	NO	£161.00
GARDEN A 86	INSCRIPTION	YES	£72.00

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G917A	INSCRIPTION	YES	£72.00
GARDEN C 4	INSCRIPTION, KERBS & REPLACEMENT	NO	£463.00
M161	INSCRIPTION	YES	£72.00
C948	NEW STONE	NO	£268.00
		TOTAL	£2,520.00

SUPPLY OF MEMORIAL PLAQUE			
			FEE
MENZIES	PLAQUE		£227.00
		TOTAL	£227.00

MISCELLANEOUS			FEE
		TOTAL	£0.00
		TOTAL INCOME	£15,124.00

**Horden Parish Council
Outdoor Team Manager Report
September 2025**

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 27th June to 29th August 2025

2. Parks and Cemetery update:

2.1 Sunderland Road Playing Fields

- The goal posts have been erected for the new season
- Pitch marked out
- Pitch cut every week
- All surrounding areas cut and strimmed every week
- Changing rooms cleaned before and after games

2.2 Play Areas

- Inspections are carried out every week
- We have had the R.O.S.P.A inspection results back and there are no red flags

2.3 Memorial Park

- The grassed area in the park is cut and strimmed every week.
- The park is opened every morning by a member of staff, with litter picking every day
- Bedding plants watered twice per week
- The memorial clock has been serviced

2.4 Cemetery

- We have two men cutting and strimming, on a daily basis
- Bins around the cemetery are emptied on a regular basis
- Summer bedding watered twice per week
- The back hoe on the tractor has had a lot of wear and tear on the joint pins in several places. Therefore, it went in for repair on 27th August and should be back in operation on Tuesday 1st September. I organised a quick turn, around for the incoming internments.

2.5 other areas

- Isabel Roberts memorial garden is watered regularly and check for damage
- Weed killer applied to paved areas

3. Recommendation:

The council is recommended to note this report.

Horden Residents Association 05

28 Aug 2025

Durham County Councillor Report

1. Committee Progress

I have been invited to sit on the Combined Fire Authority Committee and have attended a training awareness course in Bowburn at the HQ. There are many catch up committees in Sep and I am away at Party Conference 4 – 7 Sep.

2. Matters from Residents

Horden Mater Plan planning is now in and on the DCC Website for all to read.

I am continuing to look into broken/damaged fences across the Ward and there has been a great deal of correspondence on these issues. After a meeting with Horden Together I am attempting to get a direct line to Believe Housing so that we can respond to residents if issues are expected to be protracted. We have had DCC engineers visit some homes in Horden regarding the flooding issues that some have encountered over the last few years, especially during flash floods.

3. Meetings with Residents

I am expecting to hold 2 more surgeries in Oct and would be grateful if Parish Councillors could support if they wish. I have a week of annual leave from 5th. There are many individual cases ongoing and I have visited residents personally while I try to work through resolutions from the council.

There remains some problems with regard to Allotments controlled by DCC. Cllr Nicola Lyons has now taken control of this matter as part of the cabinet. I have provided a summary of events to her as there are too many to mention here.

4. Council Matters

As the County Durham Climate Emergency has been rescinded and replaced with a child/adult and social care emergency, work is continuing on the Article 4 element of planning laws. I will provide greater detail at my next Parish meeting in Oct.

(Electronically Signed)

Cllr Dawn Bellingham
Horden and Dene House

Date:17/07/2025

HORDEN PARISH COUNCIL Current Year 2025/26

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Time: 12:26

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - CURRENT BANK ACCOUNT**

User: CJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2025	602	29,601.03
			<u>29,601.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,601.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,601.03
		Balance per Cash Book is :-	29,601.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 30 June – accounts on a straight line we should be around 25%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 15%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Re/ported to Council
1125 – AD – Insurance	1	15,374/11,414	Includes HRG element to be recharged	Recharge to HRG	04/09/25
1126 – Photocopier	1	456/1,300	Increased photocopying for Councillor packs		04/09/25
1137 – Plant and Equipment	1	187/220	Office Furniture Chair/Monitor purchased		04/09/25
1304 – Cem Council Tax	2	1,703/5,660	Paid over 10 months		04/09/25
1311 – Cem Rates	2	626/1,756	Paid over 10 months		04/09/25
1320 – Cem Misc	2	2,235/20	Insurance claim	To be claimed back	04/09/25
1336 – Cem Buildings	2	545/500	Insurance claim	To be claimed back	04/09/25
1337 – Cem Plant and Equip	2	384/500	New Strimmer purchased		04/09/25
1343 – Vehicle Maintenance	2	288/700	Vehicle repairs and new tyre		04/09/25
1346 – Cem Horticulture	2	740/1,250	Plant purchases		04/09/25
1349 – Cem Plaques	2	167/500	Will balance with income		04/09/25
1359 – Cem Professional Fee	2	442/655	Annual fees		04/09/25
1363 – Cem Loan Repayment	2	13,036/26,072	Half of annual payment		04/09/25
1413 – Park Rents	2	410/410	Annual payment		04/09/25
1604 – SWC Council Tax	3	1,131/3,775	Paid over 10 months		04/09/25
1611 – SWC Rates	3	2,208/7,728	Paid over 10 months		04/09/25
1616 – SWC Cleaning	3	297/1,100	Increased use of paper towel and toilet paper		04/09/25
1647 – SWC Health & Safety	3	261/300	Additional cost for defib pads		04/09/25
1710 – GP Room Fees	4	219/630	Increased use of rooms		04/09/25
1724 – GP Subscriptions	4	2,081/3,810	Annual fees paid up front		04/09/25
1733 – GP Activities & Events	4	8,197/15,312	Fees paid upfront for summer activities		04/09/25
1759 – GP Professional Fees	4	1,788/3,397	Annual fees paid up front		04/09/25
11045 – Bar Licences	5	180/180	Annual feed		04/09/25

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Council
1176 -Precepts received	1	339,083/678,166	First half received		04/09/25
1189 - Admin Misc	1	211/780	Additional photocopying charges received		04/09/25
1198 – LCTSS Grant	1	43,772/87,544	First half received		04/09/25
1196 – Bank Interest	1	14,323/36,000	Preferential rates received		04/09/25
1383 – Cem Mem Plaques	1	413/360	Will balance out with expenditure		04/09/25
1384 – Cem Fees	1	17,185/54,590	Will balance with expenditure		04/09/25
1682 – SWC Lettings	3	19,886/41,383	DDS invoiced for year		04/09/25

28/08/2025

HORDEN PARISH COUNCIL Current Year 2025/26

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09:09

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION							
1176 PRECEPTS RECEIVED	339,083	678,166	339,083			50.0%	
1189 INCOME-ADMIN MISC	211	780	569			27.1%	
1196 INCOME-BANK INTEREST	14,323	36,000	21,677			39.8%	
1198 LCTSS GRANT	43,772	87,544	43,772			50.0%	
ADMINISTRATION :- Income	397,389	802,490	405,101			49.5%	0
1101 AD-WAGES	25,866	130,377	104,511		104,511	19.8%	
1102 AD-EMPLOYERS NI	3,068	18,807	15,739		15,739	16.3%	
1103 AD-EMPLOYERS PENSION	5,044	24,641	19,597		19,597	20.5%	
1110 AD-ROOM FEES	450	1,890	1,440		1,440	23.8%	
1121 AD-TELEPHONE/FAX	309	1,400	1,091		1,091	22.1%	
1122 AD-POSTAGE	44	300	257		257	14.5%	
1123 AD-STATIONERY	98	390	292		292	25.1%	
1125 AD-INSURANCE	15,374	11,414	(3,960)		(3,960)	134.7%	
1126 AD-PHOTOCOPIER	456	1,300	844		844	35.1%	
1137 AD-PLANT & EQUIPMENT	187	220	33		33	85.1%	
1151 AD-BANK CHARGES	223	1,090	867		867	20.4%	
1152 AD-IT FEES	1,616	7,060	5,444		5,444	22.9%	
1159 AD-PROFESSIONAL FEES	0	5,000	5,000		5,000	0.0%	
ADMINISTRATION :- Indirect Expenditure	52,735	203,889	151,154	0	151,154	25.9%	0
Net Income over Expenditure	344,654	598,601	253,947				
102 ALLOTMENTS							
1281 INCOME-ALLOT RENT	0	2,523	2,523			0.0%	
ALLOTMENTS :- Income	0	2,523	2,523			0.0%	0
1213 AL-RENTS	0	1,506	1,506		1,506	0.0%	
1220 AL-MISCELLANEOUS	42	43	1		1	97.2%	
ALLOTMENTS :- Indirect Expenditure	42	1,549	1,507	0	1,507	2.7%	0
Net Income over Expenditure	(42)	974	1,016				
103 CEMETERIES							
1383 INCOME-CEM MEMORIAL PLAQUES	(271)	600	871			(45.1%)	
1384 INCOME-CEMETERY FEES	17,185	54,590	37,405			31.5%	
1389 INCOME-CEM MISC	1,340	0	(1,340)			0.0%	
1390 INCOME-MEMORIAL BENCHES	0	500	500			0.0%	
CEMETERIES :- Income	18,254	55,690	37,436			32.8%	0
1301 CEM-WAGES	6,334	81,842	75,508		75,508	7.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1302 CEM-EMPLOYERS NI	747	10,026	9,279		9,279	7.5%	
1303 CEM-EMPLOYERS PENS	1,235	15,468	14,233		14,233	8.0%	
1304 CEM-COUNCIL TAX	1,703	5,660	3,957		3,957	30.1%	
1307 CEM-CLOTHING	0	375	375		375	0.0%	
1311 CEM-RATES	626	1,756	1,130		1,130	35.7%	
1312 CEM-WATER	157	1,500	1,343		1,343	10.5%	
1314 CEM-ELECTRICITY	152	1,200	1,048		1,048	12.7%	
1316 CEM-CLEANING	0	100	100		100	0.0%	
1320 CEM-MISCELLANEOUS	2,235	20	(2,215)		(2,215)	11172.6%	
1321 CEM-TELEPHONE/FAX	42	353	311		311	11.9%	
1336 CEM-BUILDINGS	545	500	(45)		(45)	109.0%	
1337 CEM-PLANT & EQUIP	384	500	116		116	76.7%	
1338 CEM-TOOLS	64	200	136		136	32.0%	
1339 CEM-EQUIP REPAIRS	906	3,605	2,699		2,699	25.1%	
1340 CEM-GROUNDS MAINTNCE	0	3,000	3,000		3,000	0.0%	
1342 CEM-EQUIPMENT FUEL	529	3,000	2,471		2,471	17.6%	
1343 CEM-VEHICLE MAINTNCE	288	700	412		412	41.1%	
1344 CEM-VEHICLE FUEL	89	515	426		426	17.3%	
1345 CEM-VEHICLE TAX/INS	220	680	460		460	32.4%	
1346 CEM-HORTICULTURE	740	1,250	510		510	59.2%	
1347 CEM-HEALTH & SAFETY	16	100	84		84	16.0%	
1349 CEM - PLAQUES	167	500	333		333	33.5%	
1359 CEM-PROFESSIONAL FEE	442	655	213		213	67.5%	
1362 CEM-TRADE WASTE	220	2,082	1,862		1,862	10.6%	
1363 CEM- LOAN REPAYMENT	13,036	26,072	13,036		13,036	50.0%	
1364 CEM-MEMORIAL BENCHES	0	500	500		500	0.0%	
CEMETERIES :- Indirect Expenditure	30,877	162,159	131,282	0	131,282	19.0%	0
Net Income over Expenditure	(12,623)	(106,469)	(93,846)				
<u>104 PARKS</u>							
1483 INCOME-PK GROUND FEE	0	1,718	1,718			0.0%	
1486 INCOME-PK SLAND RD BUNG RENT	939	3,881	2,942			24.2%	
PARKS :- Income	939	5,599	4,660			16.8%	0
1401 PK-WAGES	52,770	163,686	110,916		110,916	32.2%	
1402 PK-EMPLOYERS NI	5,649	19,303	13,654		13,654	29.3%	
1403 PK-EMPLOYERS PENSION	10,196	30,937	20,741		20,741	33.0%	
1407 PK-CLOTHING	0	400	400		400	0.0%	
1411 PK-RATES	224	865	642		642	25.8%	
1413 PK-RENTS	410	410	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1414 PK-ELECTRICITY	452	2,835	2,383		2,383	15.9%	
1416 PK-CLEANING	0	100	100		100	0.0%	
1420 PK-MISCELLANEOUS	0	20	20		20	0.0%	
1421 PK-TELEPHONE/FAX	61	350	289		289	17.5%	
1436 PK-BUILDINGS	120	2,000	1,880		1,880	6.0%	
1437 PK-PLANT & EQUIPMENT	0	500	500		500	0.0%	
1438 PK-TOOLS	0	100	100		100	0.0%	
1439 PK-EQUIP REPAIRS	0	1,550	1,550		1,550	0.0%	
1440 PK-GROUNDS MAINT	277	2,000	1,723		1,723	13.8%	
1442 PK-EQUIPMENT FUEL	0	567	567		567	0.0%	
1446 PK-HORTICULTURE	0	1,625	1,625		1,625	0.0%	
1447 PK-HEALTH & SAFETY	24	250	226		226	9.6%	
1448 PK-PLAY EQUIPMENT	0	100,000	100,000		100,000	0.0%	
1459 PK-PROFESSIONAL FEES	384	3,000	2,616		2,616	12.8%	
PARKS :- Indirect Expenditure	70,565	330,498	259,933	0	259,933	21.4%	0
Net Income over Expenditure	(69,626)	(324,899)	(255,273)				
106 S.W.C.							
1682 INCOME-SWC LETTINGS	19,886	41,383	21,497			48.1%	
1688 INCOME-SWC CATERING	33	0	(33)			0.0%	
S.W.C. :- Income	19,920	41,383	21,463			48.1%	0
1601 SWC-WAGES	7,634	36,275	28,641		28,641	21.0%	
1602 SWC-EMPLOYERS NI	753	3,337	2,584		2,584	22.6%	
1603 SWC EMPLOYERS PENSION	1,204	6,856	5,652		5,652	17.6%	
1604 SWC-COUNCIL TAX	1,131	3,775	2,644		2,644	29.9%	
1607 SWC-CLOTHING	0	60	60		60	0.0%	
1611 SWC-RATES	2,208	7,728	5,520		5,520	28.6%	
1612 SWC-WATER	342	2,000	1,658		1,658	17.1%	
1614 SWC-ELECTRICITY	1,317	8,400	7,083		7,083	15.7%	
1615 SWC-GAS	1,452	7,875	6,423		6,423	18.4%	
1616 SWC-CLEANING	297	1,100	803		803	27.0%	
1636 SWC-BUILDINGS	2,245	11,742	9,497		9,497	19.1%	
1637 SWC-PLANT & EQUIP	80	350	271		271	22.7%	
1638 SWC-TOOLS	0	50	50		50	0.0%	
1639 SWC-EQUIP REPAIRS	0	200	200		200	0.0%	
1647 SWC-HEALTH & SAFETY	261	300	39		39	87.0%	
1649 SWC-CATERING	4	75	71		71	5.0%	
1659 SWC-PROFESSIONAL FEE	0	1,000	1,000		1,000	0.0%	
1663 SWC-TRADE WASTE	140	1,635	1,495		1,495	8.5%	
S.W.C. :- Indirect Expenditure	19,066	92,758	73,692	0	73,692	20.6%	0
Net Income over Expenditure	853	(51,375)	(52,228)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 GENERAL PURPOSES							
1790 INCOME-GP DOG BAGS	347	1,600	1,253			21.7%	
1799 INCOME-POPPY WREATHS	0	285	285			0.0%	
GENERAL PURPOSES :- Income	<u>347</u>	<u>1,885</u>	<u>1,538</u>			<u>18.4%</u>	<u>0</u>
1710 GP-ROOM FEES	219	630	411		411	34.7%	
1719 GP-CHAIR'S ALLOWANCE	0	1,500	1,500		1,500	0.0%	
1720 GP-MISCELLANEOUS	0	50	50		50	0.0%	
1724 GP-SUBSCRIPTIONS	2,081	3,810	1,729		1,729	54.6%	
1725 GP- MEMBERS TRAVEL & SUBS	0	120	120		120	0.0%	
1726 GP-MEMBERS PARTICIPATION ALLOW	0	8,580	8,580		8,580	0.0%	
1727 GP-OFFICER TRAVEL & SUBS	0	600	600		600	0.0%	
1729 GP-CONF/TRAINING	290	7,000	6,710		6,710	4.1%	
1732 GP-PUBLICITY	0	450	450		450	0.0%	
1733 GP-ACTIVITIES & EVENTS	8,197	15,312	7,115		7,115	53.5%	
1757 GP-AUDIT	(1,680)	5,450	7,130		7,130	(30.8%)	
1758 GP-ELECTION	0	2,000	2,000		2,000	0.0%	
1759 GP-PROFESSIONAL FEES	1,788	3,397	1,609		1,609	52.6%	
1760 GP-DOG BAGS	0	1,600	1,600		1,600	0.0%	
1761 GP-POPPY WREATHS	0	245	245		245	0.0%	
GENERAL PURPOSES :- Indirect Expenditure	<u>10,895</u>	<u>50,744</u>	<u>39,849</u>	<u>0</u>	<u>39,849</u>	<u>21.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,547)</u>	<u>(48,859)</u>	<u>(38,312)</u>				
108 GRANTS							
1863 OTHER GRANTS	2,644	22,500	19,856		19,856	11.8%	
1864 WELFARE PARK GRANTS	15,849	80,503	64,654		64,654	19.7%	15,849
GRANTS :- Indirect Expenditure	<u>18,493</u>	<u>103,003</u>	<u>84,510</u>	<u>0</u>	<u>84,510</u>	<u>18.0%</u>	<u>15,849</u>
Net Expenditure	<u>(18,493)</u>	<u>(103,003)</u>	<u>(84,510)</u>				
6000 plus Transfer from EMR	15,849	0	(15,849)				
Movement to/(from) Gen Reserve	<u>(2,644)</u>	<u>(103,003)</u>	<u>(100,359)</u>				
109 CAPITAL PURCHASES							
1963 CP-CAPITAL PURCHASES	0	55,590	55,590		55,590	0.0%	
1964 MAJOR SCHEMES	0	5,000	5,000		5,000	0.0%	
CAPITAL PURCHASES :- Indirect Expenditure	<u>0</u>	<u>60,590</u>	<u>60,590</u>	<u>0</u>	<u>60,590</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(60,590)</u>	<u>(60,590)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 BAR							
11045 BAR LICENCES	180	180	0		0	100.0%	
BAR :- Indirect Expenditure	180	180	0	0	0	100.0%	0
Net Expenditure	(180)	(180)	0				
113 FLOWER & VEGETABLE SHOW							
11377 INCOME-FLOWER&VEG DONATIONS	0	285	285			0.0%	
FLOWER & VEGETABLE SHOW :- Income	0	285	285			0.0%	0
11350 EXPEND. FLOWER&VEG SHOW	0	500	500		500	0.0%	
11351 EXPEND.FLOWER&VEG FEES	0	350	350		350	0.0%	
FLOWER & VEGETABLE SHOW :- Indirect Expenditure	0	850	850	0	850	0.0%	0
Net Income over Expenditure	0	(565)	(565)				
Grand Totals:- Income	436,850	909,855	473,005			48.0%	
Expenditure	202,853	1,006,220	803,367	0	803,367	20.2%	
Net Income over Expenditure	233,997	(96,365)	(330,362)				
plus Transfer from EMR	15,849	0	(15,849)				
Movement to/(from) Gen Reserve	249,846	(96,365)	(346,211)				

Cash Withdrawals & Debit Card Transactions:

16/07/2025 – SLCC Enterprises – CiLCA Registration – CJ - £450.00

21/07/2025 – Durham County Council – Planning – Cricket – CJ - £120.00 (recharge to Cricket Club)

TOTAL £570.00

Petty Cash Transactions:

24/04/2025 – Milk £1.89

28/04/25 - Water VE Day - £7.00

TOTAL April Spend 2025 £8.89

06/05/25 – Return Key Deposit Shotton Colts - £25.00

15/05/25 – Milk - £1.89

21/05/25 – Return Key Deposit JDB Wanderers - £25.00

27/05/25 – Return Key Deposit East Durham FC - £25.00

TOTAL May Spend 2023 £76.89

12/06/25 – Return Key Deposit Peterlee Evolution - £525

TOTAL June Spend2025 £25.00

Agenda Item 12

Horden Parish Council Invoices for Payment August 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Affordable Landscapes	07/05/2025	Landscaping Wild Flower area at Cemetery	£420.00	BACS
Amazon	06/08/2025	Toilet Cleaner	£15.99	BACS
Amazon	06/08/2025	Paper Towels, disinfectant, toilet roll and bin bags	£111.39	BACS
Banner	13/08/2025	Velcro Stick on Coin Hooks	£32.98	BACS
Banner	07/08/2025	Heavy Duty Refuse Sacks	£67.39	BACS
Co-op Bank	01/08/2025	Bank Charges	£84.92	D/D
Corona Energy	06/08/2025	Sun Road Electricity 01/07/25-31/07/25	£96.94	D/D
Corona Energy	06/08/2025	Memorial Park Electricity 01/07/25-31/07/25	£26.91	D/D
Culligan	15/08/2025	Water Cooler Rental - Aug 25	£31.80	D/D
DAC Beechcroft	30/07/2025	VAT element of Professional Fee (insurance claim)	£952.90	BACS
Eon Next	04/08/2025	Gas SWC 01/07/25-03/08/25	£10.71	D/D
EON Next	04/08/2025	Electricity Cemetery 01/07/25-31/07/25	£27.28	D/D
Horden Heritage Centre	23/07/2025	Printing costs for Heritage Display	£54.00	BACS
JR Productions	14/08/2025	Funfair Games Package	£250.00	BACS
Microshade	01/08/2025	Hosted Application Service - Rialtas Aug	£144.00	BACS
Octopus Energy	22/08/2025	Cemetery Lodge Energy Costs 22/07/25-20/08/25	£32.66	BACS
Octopus Energy	23/08/2025	Welfare House Energy Costs 22/07/25-21/08/25	£32.49	BACS
Rickerby Ltd	31/07/2025	Strimmer Heads and Cords	£200.73	BACS
Salus	20/08/2025	Event Medical Cover - Miners Picnic	£154.80	BACS
Scottish Power	07/08/2025	SWC Electricity 04/07/25-07/08/25	£504.30	D/D
Screwfix	15/08/2025	5 Litre 2 Stroke Oil	£19.99	BACS
Select Telecom	31/07/2025	Phone Lines/Calls/Internet Aug 25	£125.08	D/D
WEX	04/08/2025	Equipment Fuel	£109.92	D/D
OTHER PAYMENTS				
Co-op Bank	07/08/2025	Wages Week 18	£5,565.01	BACS
Co-op Bank	14/08/2025	Wages Week 19	£5,565.01	BACS
Co-op Bank	21/08/2025	Wages Week 20	£5,564.61	BACS
Co-op Bank	28/08/2025	Wages Week 21	£6,171.31	BACS
		Horden Parish Council AUGUST 2025 TOTAL	£26,373.12	

HORDEN PARISH COUNCIL

Appointment of Internal Auditor 2025/26

1. Background

- 1.1 Steve Ragg was appointed Internal Auditor for 2024/25 on a single year basis.
- 1.2 The Clerk to the Council recommends that the appointment is extended for a further year.
- 1.3 The proposal is for 10 days as in 2025 at a slightly increased charge of £3,850.

2. Recommendation

Council is recommended to appoint Steve Ragg as Internal Auditor for 2025/26.

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



Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.

We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

Peter Hugh Smith

Chief Executive

2 July 2025

Dear investor,

The Public Sector Deposit Fund, a sub-fund of CCLA Public Sector Investment Fund

This letter is for your information. There is no need to take any action.

We are writing to notify you of changes that we are making to the Public Sector Deposit Fund (the fund). These changes will take effect on 1 September 2025.

Changes to charges

After careful consideration, we are making changes to the fees and charges following a review of the fund against similar funds available and money market rates. We believe that once these changes are implemented, the resulting fees and charges remain competitive.

You are invested in share class 4 of the fund which has an annual management charge (AMC) of 0.10%. This had been temporarily reduced to 0.08%. CCLA currently pays other charges, which covers the operating expenses of the fund, from the AMC it receives.

With effect from 1 September, the temporary AMC reduction will be removed and the other charges will be borne by the fund.

The table below shows the updated charges and the impact on the fund's ongoing charges figure (OCF). The OCF includes the AMC and other charges and is deducted from income before declaring the fund's yield. An administrative change to the share class name to denote investor eligibility is also shown.

	Share class name	AMC	Other charges	OCF
Before 1 Sep 25	Class 4 Shares	0.08%	0.00%	0.08%
From 1 Sep 25	SC 4 – Public Sector	0.10%	0.01%	0.11%

The prospectus currently includes a statement whereby if the fund's size reached £3 billion the AMC would be reduced by 10%, with a further 10% reduction if it reached £4.5 billion. Following a review of the fund and the AMC of other similar funds, we are removing these potential reductions in the AMC of the fund. Please note, as at 31 May 2025, the fund has yet to achieve this level and the fund's size is £1.84bn.

Change to minimum initial investment/holding

The minimum initial investment and holding requirement for share class 4 was originally set at £15 million, but has generally been waived. We are revising this minimum to £1 million. As an existing investor in this share class, this minimum will not apply to you, as long as you continue to be an investor in the fund.

www.ccla.co.uk
 CCLA, One Angel Lane, London EC4R 3AB

Removal of the advisory board

In recent years, the fund has received interest from a range of organisations that fall outside of the public sector definition. To help the fund continue to grow, we are opening separate share classes for investors outside of the public sector.

The fund currently has an advisory board (the Local Authorities' Mutual Investment Trust) made up of public sector professionals to represent the sector and monitor certain aspects of the fund's operation. As the fund is opening to a wider group of investors, including those outside of the public sector, the decision has been made to remove the advisory board from the fund with effect from 1 September. The fund will continue to be regulated by the FCA, and subject to oversight from its depositary, HSBC.

We are also removing the reference to the Local Authorities' Mutual Investment Trust's contribution to the expenses of the fund. There have been no contributions made and no intention to do so in the future.

Other changes

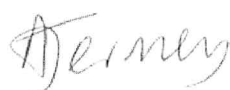
- We have added text to the prospectus to explain that if investors do not maintain the minimum investment requirements for the share class in which they are invested that we will have the ability to redeem investors or move them to a different share class.
- To ensure investors do not lose any distributions that are unclaimed, we are introducing the ability to reinvest distributions that are unclaimed after a period of three years following the financial accounting period (1 April to 31 March) in which the distribution was initially paid.

Do I need to take any action?

No action is required. All of the changes detailed in this letter will be effective on 1 September 2025.

Should you have any queries or require further assistance, please contact our Client Services team at clientservices@ccla.co.uk or 0800 022 3505 between the hours of 8:30am-5:30pm Monday to Friday.

Yours sincerely



Alison Jerney










Head of Client Services

www.ccla.co.uk
CCLA, One Angel Lane, London EC4R 3AB

Remembrance Wreath Ordering Record

Name of Organisation:

Contact Details:

			Estimate Cost	Numbers Required
Type A	10" Spray of Poppies		£15	
Type B	17" dia Wreath of Poppies open centre		£20	
Type C	17" dia Wreath of Poppies without badge		£25	
Type C	17" dia Wreath of Poppies with badge		£27.50	
Type F	17" dia Wreath all over Poppies		£25	
Type G	18" dia Civic Wreath Poppies		£50	
Type J	17" dia RAF Roundel all Carnations (Red, White & Blue)		£30	
Type K	17" dia RAF Carnations, Choice of badge		£30 without badge £32.50 with Badge	
Type L	10" dia Small Wreath of Poppies		£18	

HORDEN PARISH COUNCIL
Remembrance Sunday Procedure
Sunday 9th November 2025

Parade Formation

Parade will form up at **10:30am** outside Horden Social Welfare Centre as directed by the Parade Marshall in the following order:

1. Deputy Lieutenant on site
2. Standard Bearers and Bugler
3. Horden Parish Council
4. Serving Military Forces.
5. East Durham Veterans
6. Durham Light Infantry and LI Rifles Association.
7. The Light Dragoons
8. Other Representatives of Forces Associations
9. Horden Army Cadet Force
10. Salvation Army
11. Durham Constabulary
12. Durham County Council
13. Horden Victory Church
14. Horden Welfare Community Football Club
15. Peterlee and Horden Rugby Club
16. Yohden Primary School
17. Creative Youth Opportunities
18. Horden Comrades Club
19. Horden Victory Club
20. Horden Labour Party
21. Horden Together
22. Horden Residents Association
23. Horden Banner Committee
24. Durham Deafened Support
25. Members of the Public

Parade will leave Social Welfare Centre at **10.45am**, turn right to Seventh Street, right to South Terrace, left to Sunderland Road and proceed to Memorial Park.

Parade Marshal brings parade to a halt and fall outside traffic lights/Main gate of Memorial Park (at the junction of Yoden Way).

Cenotaph Service / Act of Remembrance

Agenda Item 19b

- Parade Marshall shall bring the parade to attention and then stand at ease. **10.58am**
- Then Fr Kyle McNeil – short prayer

"Let us remember before God,
and to commend to his sure keeping
those who have died for their country in war;
those whom we knew, and whose memory we treasure,
and all who have lived and died
in the service of mankind"

then follows the extract from the Lawrence Binyon poem "The Fallen";

"They shall grow not old as we that are left grow old;
Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning
We will remember them."

And all repeat;

"We will remember them".

- The Parade Marshall then brings the parade to attention.
- The **Last Post** is sounded. **BUGLER**
- Here follows **The Two Minutes Silence**.
- **The Reveille** is sounded. **BUGLER**
- Father McNeil will then recite the 'Kohima Epitaph';

"When you go home, tell them of us and say, for your tomorrow, we
gave our today".

- The Parade Marshall stands the parade at ease.

Laying of wreaths:

1. Deputy Lieutenant
2. Horden Parish Council
3. Serving Military Forces.
4. East Durham Veterans
5. Durham Light Infantry and LI Rifles Association.
6. The Light Dragoons.
7. Other Representatives of Forces Associations
8. Horden Army Cadet Force
9. Salvation Army
10. Durham Constabulary
11. Durham County Council
12. Horden Victory Church
13. Horden Welfare Community Football Club
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18. Horden Victory Club
19. Horden Labour Party
20. Horden Together
21. Horden Residents Association
22. Horden Banner Committee
23. Durham Deafened Support
24. Members of the public

- The Parade Marshall brings the parade to attention.
- National Anthem
- Parade reforms on Blackhills Terrace.
- Parade proceeds down Blackhills Terrace to St. Mary's Church
- Parade ends.
- Church Service.

From: Sheelagh Bright < >

Sent: 23 July 2025 14:12

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

Cc: Larry Eve < >; Gordon Hampshire < >

Subject: Tuesday Breakfast club

Good Afternoon,

I would firstly like to thank you for the time and the use of Welfare Centre Kitchen to deliver the Breakfast club. It has helped the community emenslea for people to meet up and also find their way into Recovery or back into Recovery again.

We are moving to a new venue, so 29th July will be our last time using the kitchen at the Welfare centre.

Thank you Kind Regards

Sheelagh



Dear Sir/Madam,

I am writing to advise you of a proposed non-immediate Article 4 Direction that would remove permitted development rights that currently allow the conversion of dwelling houses (Use Class C3) into small Houses in Multiple Occupation for between 3 and 6 residents (HMOs – Use Class C4) without the need for planning permission.

We have already introduced this measure for smaller HMOs in Framwellgate Moor, Pity Me, Newton Hall, Mount Oswald, Carrville, Belmont and Durham City due to the concentration of student properties in these areas. The proposed Article 4 would cover the remainder of County Durham. A map of the Article 4 area can be viewed at: www.letstalkcountydurham.co.uk.

We are inviting comments on the proposed Article 4 Direction until 26 September 2025. Following the consultation, the Council will consider all responses before deciding whether to confirm the Article 4 Direction. If confirmed, it is expected the Direction will come into force on 17 August 2026, and planning permission will be required for any new HMO conversions from that date onward.

Get Involved

You can make your comments known to us in a number of ways, but we would encourage you to submit your comments via our online survey at: www.letstalkcountydurham.co.uk. Paper copies of the survey are also available on request from our libraries. Any representations must be made by 5pm on 26 September 2025.

Further details of the consultation and how to get involved can be found on the Council's website at www.letstalkcountydurham.co.uk or by contacting the Strategy and Delivery Team at strategyanddelivery@durham.gov.uk.

Yours faithfully,

Michael Kelleher
Head of Planning and Housing

From: jorja pinnington <>
Sent: 28 August 2025 15:43
To: Clerk - Horden Parish Council <clerk@horden-pc.gov.uk>
Cc:; Paul young
Subject: Horden detachment requests.

Good afternoon, following the Paul Youngs conversation with the Clerk of the parish council, here is our request for financial assistance. Horden detachment provides training for young people aged 12-18, on top of training it provides a safe space for the young people of Horden to have new experiences and make new friends. The detachment is ran by volunteers who work with Durham army cadet force these volunteers work their hardest for the cadets to provide fun, engaging and useful training to all. Please see the list below of things we require to help the detachment:

uniform

- black/brown combat boots sizes 3+4 x2 (and if possible any boots ranging sizes 3-9) - boots are not issued to cadets and the cheapest boots are usually around £40 some family's cannot afford boots leaving cadets unable to wear uniform. We can request funding to support cadets however this often results in these cadets missing out on events and camps due to the time they have to wait for this funding, we have previously used detachment funds and donations of boots from parents, past cadets and connections of the staff however we currently have no donations of boots left meaning we are unable to give boots to cadets currently.
- rifles queens crown cap badges x5 - due to new kings crown cap badges being released the queens crown cap badges are getting harder to source, overtime it has become an issue that cap badges are being broken due to wear and tear, due to the shortage it is hard to replace them and we have again had to rely on detachment funds or ask parents to buy them as the kings crown cap badges are not yet available to the army cadet force. these cost about £8 each and can be hard for some families to afford.
- belts x5 - due to a shortage in belts cadets are not being issued them at about £12 each online cadets are having to either buy their own or we have to use the detachment fund for these.

teaching supplies

- thick white board pens x 4 packs - this would allow each classroom to have a pack of whiteboard pens for teaching, although the CFAVs usually buy these out of their own pocket it becomes expensive when having to replace them on a regular basis.
- pens, pencils and notepads - cadets who join us are asked to bring in notepads and pens for detachment nights and camps for note taking during lessons, often cadets have to use a sheet of paper and pens borrowed from CFAV and other cadets, the CFAVs provide these when possible but it can be hard to replace them regularly.
- mini whiteboards + pens x 30 individuals - this would allow for more interactive lessons and reduce the waste of paper overall benefiting the cadets learning experience and the environment.
- coloured overlays - with a number of dyslexic cadets coloured overlays can help them to partake in cadet activities, the CFAVs have provided some overlays however it could

help to have more so that those who need them can have them and this would allow them to have the ability to take them away with them on camps.

- sports sets (cones, hurdles, etc.) - the sports equipment the detachment has currently only allows 3-5 cadets to partake at any one time more equipment would mean we would be able to run a sports night with the whole detachment being active, improving their fitness levels and overall enjoyment of sports night.

cleaning supplies

- mops + buckets x 3
- dusting cloths
- sweeping brushes x 3
- dustpan and brush x 3

- the cadets clean the detachment weekly to maintain the cleanliness of the building however the equipment is old and ineffective, newer equipment would allow the cadets to better maintain the cleanliness and would increase the quality of the detachment building.

other

- if possible a bin service for the detachment would be ideal. currently we ask the cadets and CFAVs to take all of their rubbish home with them, we have no bin service for the detachment. Although the cadets will take their own rubbish home. paper rubbish and any other rubbish from lessons often goes home with our CFAVs to be put in their bins at home.

CFAVs are cadet force adult volunteers, They do not get paid for detachment nights so anything that they provide out of their own money is much appreciated however it is limited to what they can provide. the detachment funds comes from a small tuck shop ran for the cadets, this funding is necessary to keep the detachment running as it is used when needed. The army cadets does fund as much as they can however this funding only goes so far.

We greatly appreciate any help you can give us, any help we receive will greatly help the young people of Hordens local community.

on the behalf of second lieutenant young.



SOUTH SHIELDS
County Durham
NE34

Email: countydurhampromote25@gmail.com

30 June 2025

To: Town and Parish Councils in historic County Durham

Dear Clerk

Help celebrate historic County Durham

I am getting in touch to ask that your Council consider incorporating the County Durham flag image in its' branding and include reference to County Durham in address details.

The historic counties are an important element of English traditions which support the identity and cultures of many of our local communities, giving people a sense of belonging, pride and community spirit.

They play an important part in the country's cultural and sporting life as well as providing a reference point for local tourism, heritage and an important opportunity to make our rich past contribute to a bright future.

The links below provide an image of the County Durham flag for free use, together with information about The Association of British Counties.

[County Durham Flag | Free official image and info | UK Flag Registry](#)

www.abcounties.com

For local councils with civic buildings and flagpoles, please also consider routinely flying the County Durham flag - but especially each year on County Durham Day on 20 March and Historic County Flags Day on 23 July.

I would be grateful if you could table this letter either under correspondence, or as an agenda item at the next meeting of your Council for consideration by Members.

Thank you for your assistance. Should you require any further information, please get in touch.

I would be grateful if you could let me know directly the outcome of discussions held at your Council.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Keedy'.

Graeme Keedy

**Co-ordinator - County Durham
The Association of British Counties**



Dear friend,

At CPRE, the countryside charity, we believe in a countryside that is accessible to all, rich in nature and which plays a role in tackling the climate emergency. With a local presence in every county, we work alongside communities to promote sustainable development and inclusive access to green spaces.

We help councillors make planning decisions that look after and improve the countryside for everyone. With new changes to planning rules and policy being discussed in the House of Lords as part of the Planning and Infrastructure Bill, it's more important than ever that councillors feel confident in the choices they make.

How can your council benefit from CPRE membership?

Your parish or town council can join as an [organisational member](#) to support a beautiful, thriving countryside for all. You will benefit from:

Help from your local CPRE

Our local groups can help you with planning issues, including:

- Responding to planning applications
- Working with neighbourhood and community groups to lobby for more affordable housing in rural areas.
- Getting involved in Local Plan reviews
- Giving evidence at appeals and inquiries
- Some of our local groups also offer training and advice to help others understand the planning process.

Help from national CPRE

Our national office planning team is here to support you with:

- Monthly updates to keep you informed
- Helpful documents such as our updated guide, How to Respond to Planning Applications – written with a community focus to help you formulate the right response.
- General advice and answers to your planning questions via our dedicated email inbox
- Responses to government consultations and major planning applications

Join CPRE today

Parish and town councils can join us from £5 a month or £60 per year. [By joining as a member](#), you're helping to maintain and enhance the beautiful, thriving countryside near you. Help us work directly with your community to make sure time and resources go where they're needed most. Together we can push the government to make positive changes and protect the countryside for everyone, now and in the future.

Thanks to our members, we've supported and protected the countryside since 1926, achieving milestones like the establishment of National Parks and Green Belt protection. As we near our centenary, there's still more to do. With your help, we can continue championing the countryside for the next 100 years and beyond.

If you have any further questions, or would like to know about alternative methods to pay, feel free to email supportercare@cpre.org.uk or call us on 020 7981 2870. We are open from 9am – 5pm Monday – Friday.

Whether you are already a member of CPRE or not, thank you very much for your support at this critical time for our countryside.

Yours,

James Webb, Membership Officer

P.S 82% of our members recommend CPRE membership to their friends. [Will you be a part of this movement too?](#)

From: General Secretary

Sent: 23 August 2025 11:28

Subject: General Management meeting, Carlisle 8th September 2025

Dear Colleague,

Please see attached agenda for the above meeting. The meeting will be held in the Carlisle Station Hotel and will start at 10.30 am. We have some very important topics to discuss and your attendance would be much appreciated.

Regards

Brian

Brian Nelson

National Secretary

National Association of Councillors

0191 3789947 office

0779 1574879 mobile

National Association of Councillors General Management Meeting

8th September 2025 at 10.30am

The Station Hotel, Carlisle

Meeting called by: The Chairman

Chairman: Councillor Graeme Brooks

Attendees: NAC Delegates

Agenda

- Chairman's Welcome Cllr. Graeme Brooks
- Apologies for absence
- Minutes of meeting 9/6/25
- Matters arising
- National Secretary's Report National Secretary
- NAC Conferences 2025/26
- Membership of the NAC
- Finance Statement Susan Nelson
- Training Officers Report Cllr. Anne Bonner
- Regional Reports Regional Officers
- Dates/Venues for future meetings