

HORDEN PARISH COUNCIL
Minutes of Meeting held 5 June 2025

Present: Councillor F Leadbitter (Chairman)
 Councillors C Armstrong, R Bagnall, D Bellingham, C Cain, C Robson, D Tait, T Usher, J Ward,
 G Wetherell and F Winrow.

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

Other: One member of the public was present.

HPC **Apologies for Absence.**
25/26/033 **RESOLVED:** That apologies be **APPROVED** for Councillors T Baldersera, E Laing and L Williams.

HPC **Declarations of Interest.**
25/26/034 **RESOLVED:** The Clerk reported under Standing Order 13, a dispensation duration of up to 4 years in respect of Horden Recreation Ground Chairty had been approved for Councillor D Tait.

HPC **Minutes of the Horden Parish Council Meeting held 15th May 2025.**
25/26/035 **RESOLVED:** The minutes be confirmed as a true record and signed by the Chairman.

HPC **Public Participation.**
25/26/036 Christina Bosbach from Durham University spoke about the Coast Project that is evaluating coastal rural communities active and sustainable travel, and encouraged residents to get involved in the project, the findings of which will be reported back to policy makers. Councillors asked questions and thanked Christina attending the meeting.

HPC **Register of Delegated Decisions.**
25/26/037 There were no delegated decisions to report.

HPC **Damage and Incident Report(s).**
25/26/038 **RESOLVED:** Council **NOTED** the reports and **AGREED** the matter be referred to the Personnel Committee for further consideration.

HPC **Cemetery Burial and Income Report 28 April 2025 to 23 May 2025.**
25/26/039 **RESOLVED:** Council **RECIEVE** the information.

HPC **Outdoor Team Manager Report.**
25/26/040 **RESOLVED:** Council **NOTE** the report.

HPC **County Councillor Update**
25/26/041 **RESOLEVD:** Council **NOTE** the report.

HPC **Standing Orders.**
25/26/042 **RESOLVED:** Council **REVOKE** the existing Standing Orders and permanently **ADD** the new version in accordance with Standing Order 26.

HPC **Bank Transfer(s).**
25/26/043 The Clerk requested that £50,000 to 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.**
25/26/044 **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £53,552.58. Councillors F Leadbitter and D Tait to authorise

HPC **Members/Officers Allowances.**
25/26/045 The Clerk advised that Members Participation Allowances for 2025/26 would be processed on the last Monday in June, to all Members who did not notify in writing not to receive them. Payment will be made the following Thursday. **RESOLVED:** Council to **NOTE** the information.



HPC **Annual Governance and Accountability Return.**

25/26/046 a) **Internal Auditors Report.**

RESOLVED: Council **APPROVE** the Internal Audit Report Recommendations which are:

1. **The Councils Standing Orders should be amended in line with the newly adjusted Financial Regulations and the council should amend its Financial Regulations with Procurement Act Changes – which are complete.**
2. **The personal files history continue to be out of date and should be examined and where appropriate copies of formal contracts and any subsequent confirmatory letters should be added to the record. Appropriate records need to be obtained for any future council employees – which is in the process of completion.**

HPC b) **Annual Governance Statement.**

25/26/047

The Clerk to the Council took Members through the required statements, advising of the Council's processes and procedures which would allow them to be assured in responding yes.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
RESOLVED: Council responded Yes to this statement.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
RESOLVED: Council responded Yes to this statement.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
RESOLVED: Council responded Yes to this statement.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
RESOLVED: Council responded Yes to this statement.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
RESOLVED: Council responded Yes to this statement.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
RESOLVED: Council responded Yes to this statement.
7. We took appropriate action on all matters raised in reports from internal and external audit.
RESOLVED: Council responded Yes to this statement.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
RESOLVED: Council responded Yes to this statement.
9. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
RESOLVED: Council responded Yes to this statement.

RESOLVED: that Council **APPROVE** the Annual Governance Statement for 2024/25 to be signed by the Chairman and Clerk with the minute reference being inserted once minutes are produced.

HPC c) **Annual Accounting Statements**

25/26/048

RESOLVED: that Council **APPROVE** the Annual Accounting Statements for 2024/25 to be signed by the Chairman with the minute reference being inserted once minutes are produced.

HPC d) **Notification of Dates for Elector's Rights**

25/26/049

RESOLVED: that Council **APPROVE** the dates of the Exercise of Public Rights as 11th June to 22nd July 2025, with the appropriate notices being placed on 10th June 2025.

HPC e) **Earmarked Reserves**

25/26/050

RESOLVED: that Council **APPROVE** the allocation of Earmarked Reserves.

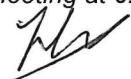
Councillor F Winrow Robson left the meeting at 6:50pm.

HPC **Horden 125th Anniversary.**

25/26/051

RESOLVED: Council **NOTE** the report.

Councillor F Winrow returned to the meeting at 6:55pm.



HPC Horden Parish Council/Horden Together Joint Protocol.
25/26/052 **RESOLVED:** Council **APPROVE** the protocol.

HPC VE Day Donation
25/26/053 **RESOLVED:** Council **APPROVE** a donation of £50.00.

HPC NAC Finance Conference.
25/26/054 **RESOLVED:** Council **AGREED** no response required.

Meeting concluded at 7:15pm



Horden Parish Council Invoices for Payment May 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	27.05.25	Dishcloths	£3.99	BACS
Amazon	29.05.25	Paper Towels	£45.04	BACS
Amazon	30.05.25	Toilet Rolls, Blue Roll & Hand Soap	£107.85	BACS
Co-operative Bank	02.06.25	BACS/FD Online Fees 01/05/2025 - 31/05/2025	£83.14	D/D
Culligan (was Waterlogic)	15.05.25	Water Cooler Rental & Service - May 2025	£31.80	D/D
Document Solutions UK Ltd	30.05.25	Photocopying Fees May 2025	£163.38	D/D
Durham County Council	14.05.25	Trade Waste 2025/2026 – SWC (£139.53 x 8 and £139.64 x 1)	£1,255.88	D/D
Durham County Council	14.05.25	Trade Waste 2025/2026 – Cemetery (£219.71 x 8 & £219.88 x1)	£1,977.56	D/D
Durham County Council	15.05.25	Repair Starting Fault on Kubota - Cemetery	£39.47	BACS
Eon Next	03.06.25	Gas SWC 01/05/2025 - 01/06/2025	£167.67	D/D
Eon Next	03.06.25	Electricity Cemetery 01/05/2025 - 01/06/2025	£28.96	D/D
Grounds Management Association	01.05.25	Membership 31/05/2025 - 30/05/2026	£196.00	BACS
ITC Service Limited	31.05.25	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - June	£474.20	D/D
Lloyds Limited	12.05.25	Replacement Rollers for Kubota - Cemetery	£86.16	BACS
Lloyds Limited	27.05.25	Carriage for Replacement Rollers for Kubota - Cemetery	£18.00	BACS
Lloyds Limited	03.06.25	Replacement starter Motor Cemetery Kubota	£473.71	BACS
Magnum Cleaning Services (Adam Bell)	16.05.25	Window Cleaning - SWC	£45.00	BACS
M W Roofing & Plastics Specialist	16.05.25	Repair and Cement Gable End - SWC	£300.00	BACS
National Association of Councillors	30.04.25 RCVD 19.05.25	Membership Fees 2025/26	£342.00	BACS
Octopus Energy Limited	21.05.25	Welfare House Gas & Electricity 26/04/2025 - 20/05/2025	£29.03	BACS
Octopus Energy Limited	21.05.25	Cemetery Lodge Gas & Electricity 25/04/2025 - 20/05/2025	£29.02	BACS
Scottish Power	03.06.25	SWC Electricity 07/05/2025 - 03/06/2025	£470.23	D/D
Vodafone	20.05.25	Mobile Phones	£44.90	D/D
Wex	19.05.25	Equipment Fuel - Cemetery	£107.24	D/D
Wex	25.05.25	Vehicle Trackers	£14.40	D/D
OTHER PAYMENTS				
Co-op Bank	01.05.25	Wages Week 4	£5,721.91	BACS
Co-op Bank	08.05.25	Wages Week 5	£5,730.71	BACS
Co-op Bank	15.05.25	Wages Week 6	£5,901.63	BACS
Co-op Bank	22.05.25	Wages Week 7	£5,939.56	BACS
Co-op Bank	29.05.25	Wages Week 8	£5,730.71	BACS
Durham County Council	03.06.25	Superannuation Weeks 5 - 9	£9,024.41	BACS
HMRC	03.06.25	PAYE Weeks 5 - 9	£8,969.02	BACS
		Horden Parish Council MAY 2025 TOTAL	£53,552.58	

