

Horden Parish Council

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

31 October 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 6 November 2025 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 6 November 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 2 October 2025 (enclosed)** – to consider for approval.
4. **Minutes of the Horden Parish Council Meeting held on 23 October 2025 (enclosed)** – to consider for approval.
5. **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.***
6. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
7. **Damage and Incident Report (enclosed)** – no reports to consider.
8. **Cemetery Burial and Income Report 22/9/25 – 26/10/25 (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 30/09/25.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 30/09/2025.
 - c) **Cash Withdrawals and Debit Card Transactions to October 2025 (enclosed)** – to approve report.
 - d) **Petty Cash report to 30th September 2025 (enclosed)** – to approve report.
 - e) **Bank Transfer(s)** – to approve transfer(s).
12. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
13. **Members/Officers Allowances** – to consider any claims for approval.
14. **Audit 2024/25** – to consider the report of the external auditor on the conclusion of audit.
15. **Special Motion to rescind minute HPC/25/26/138** – to consider report.
16. **Budget 2026/27** - to consider report.
17. **Civility and Respect Councillors Statement of Assurance** – to consider for approval.
18. **CDALC Executive Proposal** – to consider the report.
19. **NAC Conference and AGM Meeting Invitation** – to consider attendance.



Samantha Shippen
Clerk to the Council
31 October 2025

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

HORDEN PARISH COUNCIL
Minutes of Meeting held 2 October 2025

- Present:** Councillor F Leadbitter (Chairman)
 Councillors C Armstrong, R Bagnall, T Baldersera, D Bellingham, C Cain, E Laing, W Morrow, C Robson, D Tait, T Usher J Ward and G Wetherell.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
- HPC 25/26/119** **Apologies for Absence.**
RESOLVED: That apologies be **APPROVED** for Councillor F Winrow.
- HPC 25/26/120** **Declarations of Interest.**
RESOLVED: Councillor R Bagnall and C Robson declared an interest in item 12.
- HPC 25/26/121** **Minutes of the Horden Parish Council Meeting held 4 September 2025.**
RESOLVED: The minutes be confirmed as a true record and signed by the Chairman.
- HPC 25/26/122** **Public Participation.**
 No members of the Public were present.
- HPC 25/26/123** **Minutes of the Personnel Meeting.**
RESOLVED: Council **RECEIVE** the minutes of the Personnel meetings held on 13th June, 16th June, 11th July, and 22nd August 2025.
- HPC 25/26/124** **Notes of the Events Management Working Group.**
RESOLVED: Council **ADVISE** Officers to purchase the silhouettes, if within budget, and circulate possible dates for a special meeting of Council to discuss a proposal for events.
- HPC 25/26/125** **Register of Delegated Decisions.**
 There were no delegated decisions to report.
- HPC 25/26/126** **Damage and Incident Report.**
RESOLVED: Council **NOTE** the report.
- HPC 25/26/127** **Cemetery Burial and Income Report 24/8/25-21/9/25.**
RESOLVED: Council **RECIEVE** the information.
- HPC 25/26/128** **County Councillor Update.**
RESOLVED: Council **NOTE** the report.
- HPC 25/26/129** **Cash Withdrawals and Debit Card Transaction to 30 September 2025.**
RESOLVED: Council **APPROVE** the report and **ENDORSE** the withdrawal of £100,000 from the CCLA account to the Co-op account of which £50,000 will be transferred to the Horden Recreation Ground account.
- Councillors R Bagnall and C Robson left the meeting at 6:50pm*
- HPC 25/26/130** **Invoices for endorsement for payment.**
RESOLVED: To **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £46,324.63. Councillors F Leadbitter and W Morrow to authorise.
- Councillors R Bagnall and C Robson entered the meeting at 6:52pm*
- HPC 25/26/131** **Members/Officers Allowances.**
 There were no allowances claims made.
- HPC 25/26/132** **SWC Water Heating Unit**
RESOLVED: Council **ADVISE** the Clerk to source a specialist to write a specification and go to tender for a new heating system.

Durham County Council Consultations:

HPC
25/26/133 a) **Budget Proposals for 2026/27 and Medium-Term Financial Plan 2026/27-2029/30.**
RESOLVED: Council **AGREED** no response required.

HPC
25/26/134 b) **Exceptions to the Empty and Unfurnished and Second Homes Council Tax Premium.**
RESOLVED: Council **AGREED** no response required.

Meeting concluded at 7:05pm

Horden Parish Council Invoices for Payment September 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	22/09/2025	Urinal descaler	£43.99	BACS
Banner	22/09/2025	Cleaning Products (blue roll, toilet cleaner, gloves)	£53.91	BACS
Banner	23/09/2025	Jumbo Toilet rolls	£43.97	BACS
Banner	23/09/2025	50 2nd Class stamps	£43.50	BACS
Co-op Bank	01/09/2025	BACS/FD Online Fees July 25	£84.82	D/D
Co-op Bank	01/09/2025	BACS/FD Online Fees August 25	£61.00	D/D
Corona	04/09/2025	Memorial Park Electricity August 2025	£26.03	D/D
Corona	04/09/2025	Sun Road Electricity August 2025	£119.18	D/D
Culligan	15/09/2025	Water Cooler Rental August 25	£31.80	D/D
Document Solutions	30/09/2025	Printing and Copying for September 2025	£42.00	D/D
Geo Robinson & Son	31/08/2025	Watering Cans	£29.70	BACS
Horden Colliery Heritage Centre and Tea Rooms	23/08/2025	Afternoon Teas	£81.00	BACS
ITC	30/09/2025	IT Managed Services October 25	£448.56	D/D
Kraftwerx	17/09/2025	Memorial Park fence repair	£2,580.00	BACS
Lloyd Ltd	29/09/2025	Repairs to Cemetery Tractor	£3,222.00	BACS
Magnum Cleaning Services	10/09/2025	SWC Window Cleaning	£45.00	BACS
Microshade	01/09/2025	Hosted Application Service - September 25	£144.00	BACS
MKM BS (Peterlee) Ltd	24/09/2025	Cisterniser Electronic Valve Flush Sensor	£318.72	BACS
Octopus Energy	22/09/2025	Cem Lodge Energy 22/08-21/09/25	£33.45	BACS
Octopus Energy	25/09/2025	Welfare House Gas & Electricity 23/08/25-24/09/25	£32.87	BACS
RNB Roofing	19/09/2025	Memorial Park reflash roof with autolead	£375.00	BACS
Scottish Power	11/09/2025	SWC Electricity for 08/08-11/09/25	£500.48	D/D
Select Telecom	31/08/2025	Admin Phone Lines/Calls/Internet - August 25	£118.51	D/D
Shoreline Fire Compliance Ltd	08/09/2025	Call out fee for PSU fault	£80.00	BACS
Siemens	14/09/2025	Photocopier lease charge	£178.56	D/D
SLCC	12/09/2025	National Conference fee	£703.20	BACS
TJ's Heating and Home Improvements	14/09/2025	Kitchen Waste unit and outside Aluminium panels repair	£225.00	BACS
TJ's Heating and Home Improvements	14/09/2025	Men's Upstairs Toilet repair	£245.00	BACS
TJ's Heating Home Improvements	28/09/2025	SWC Upstairs Men's Urinal Toilet Repairs	£125.00	BACS
Treasured Memories	05/09/2025	Memorial Plaque	£104.82	BACS
Treasured Memories	19/09/2025	Memorial Plaque	£200.94	BACS
Wave	11/09/2025	Cemetery Lodge Water charges	£96.25	D/D
Wex	29/09/2025	Equipment Fuel	£81.83	D/D
Wex	31/08/2025	Vehicle Trackers	£14.40	D/D
OTHER PAYMENTS				
Co-op Bank	11/09/2025	Wages Week 23	£5,721.48	BACS
Co-op Bank	18/09/2025	Wages Week 24	£5,705.30	BACS
Co-op Bank	25/09/2025	Wages Week 25	£5,310.23	BACS
Co-op Bank	02/10/2025	Wages Week 26	£5,310.03	BACS
Durham County Council	02/10/2025	Superannuation Weeks 23-26	£6,882.91	BACS
HMRC	02/10/2025	PAYE Weeks 23-26	£6,860.19	BACS
		Horden Parish Council SEPTEMBER 2025 TOTAL	£46,324.63	

HORDEN PARISH COUNCIL
Minutes of Meeting held 23 October 2025

Present: Councillor F Leadbitter (Chairman)
 Councillors C Armstrong, T Baldersera, W Morrow, C Robson, D Tait, T Usher J Ward and G Wetherell.

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

Other: One member of the Public was present.

HPC25/26/135 **Apologies for Absence.**
RESOLVED: That apologies be **APPROVED** for Councillors D Bellingham and F Winrow.

HPC25/26/136 **Declarations of Interest.**
RESOLVED: No declarations of interest were made.

HPC/25/26/137 **Public Participation.**
 No members of the Public spoke on this item.

6:05pm One member of the public entered the meeting.

HPC/25/26/138 **Events Management.**
RESOLVED: Council **APPROVE** the option to have Santa attend the Christmas tree lighting on and a budget of £150 to purchase selection boxes for 150 children, with Councillors supporting the Events Manager with the tree lighting event.
 The Council **APPROVE** the display of two poppies from Creative Youth Opportunities to be attached to Memorial Park railings.
 The Council **APPROVE** the reimbursement of £77.12 for lantern material costs to Creative Youth Opportunities.

Meeting concluded at 6:50pm

Thorpe Road Cemetery Report 22nd September to 26th October 2025

INTERMENT (inc. Ashes)			
PLOT	DETAIL	RESIDENT	FEE
GARDEN D 59	ASHES	NO	£803.00
L8	FULL BURIAL	NO	£2,410.00
G731	FULL BURIAL	NO	£2,410.00
N96	FULL BURIAL	YES	£340.00
		TOTAL	£5,963.00

PURCHASE OF PLOT - EXCLUSIVE RIGHT			
PLOT	DETAIL		FEE
M93	TRANSFER	YES	£88.00
G731	TRANSFER	NO	£41.00
		TOTAL	£129.00

SUPPLY OF IMMOVABLE MEMORIAL			
PLOT	DETAIL	RESIDENT	FEE
		TOTAL	£0.00

SUPPLY OF MEMORIAL PLAQUE			FEE
		TOTAL	£0.00

MISCELLANEOUS			FEE
		TOTAL	£0.00
		TOTAL INCOME	£6,092.00

HORDEN PARISH COUNCIL
Outdoor Team Manager Report

1. Background

This monthly report is to provide the council with a program of works, which were carried out in the Parks and Facilities over the period of 28th September to 30th October 2025

2. Parks and Facilities update

2.1 Sunderland Road playing fields

- Playing fields and grassed areas are cut each week
- Pitches marked out every week
- The changing facilities are cleaned out after each game and in preparation for next games.
- We have a regular litter picking programme at Sunderland Road.

2.2 Play Areas

- Play areas are inspected every week.

2.3 Memorial Park

- The lawns are cut and presented (striped) every week.
- All shrubs have been trimmed in preparation for Armistice Sunday.
- Because the memorial parade lands between the end of the summer bedding scheme and before the new winter bedding scheme, I have planted some Chrysanthemum plants of my own so that we have some colour on the day.
- Regular litter programme every day.

2.4 Cemetery

- We are continuing to cut and strim every week
- The wild flower area, unfortunately didn't seed as planned, because of the drought conditions. We hope to combat this next year with the aid of irrigation.
- The tractor has had a total back actor refurb and is now working as new. It was required to have new selves, pins and has been welded in several places. It was literally falling to bits after digging into hard ground. Lewis do not make back actors; anymore, therefore I had a job to get someone to undertake the work required because of the skills needed to repair it. There was a distinct lack of companies giving quotes and those giving quotes were trying to get us to buy a new machine. The only type of machine they were suggesting were Bobcat 360, which are too light for our use. The tractor and the back actor are the right weight for the job.

3. Recommendation

The council is recommended to note this report.

John Peace
Outdoor Team Manager
October 2025

Horden Parish Council 07

30 Oct 2025

Durham County Councillor Report

1. Cabinet Progress

After full Council on 22 Oct motions were passed relating to free speech in that all complaints will be assessed by the Standards Ctee prior to going through the formal process. This will allow the Ctee to assess whether or not the incident has broken the Code of Conduct before formal legal advice is sought. This will save the Council many thousands of pounds over the year. For instance, the Dep Leader has had many complaints that have been assessed as unnecessary, costing £11k in just a few months. An amendment to Meya's Law was passed so that Co Durham can start putting safeguarding processes in place prior to this being agreed by central Government.

2. Local Matters

Funding for the Grandstand Canopy has been approved and it is hoped that once this is repaired it will increase the usage of that area. The HRA continue to look at the Horden Minewater Project and I have had meetings with the company working with East Durham Trust. A further meeting will be held on Fri 31st Oct post this report. The position of the majority of the residents is clearly the position of the CCs. The expectations are clear, there is no support for wind turbines along our coastline or fields of solar farms. Whatever project is selected, Data Centres, food production, poly tunnels, anaerobic digestion etc it needs to be no cost/risk to the council (tax payer) and for the use of the land there is an expectation that energy costs would reduce for residents $\geq 5\%$. Head Archivist from The Story has attended the Heritage Ctr and is going to put a plan together in relation to collating our many precious artefacts. There will be a great deal of work needed but it will make sure that historical material will be available easily both in Durham and Horden to broaden knowledge of the history of our colliery.

3. Issues from Residents

I attended a surgery in Dene House on 29 Oct and I am expecting to hold more meetings in Nov after the Remembrance Commemorations have concluded. We are now in tree surgery season, and I know that Believe Housing have had a great deal to do as there have been many Service Requests submitted over the Summer. I have been working with Horden Together to get some resolution for residents.

4. Council Matters

Council Officers have been contacted again since the small repair made to the damaged fenceline at Horden Crossroads Allotments. It seems like this project had stalled but we are assured that work is expected to continue ASAP. There is a new Allotment policy being drafted that will allow current caravans on plots to remain but no new vehicles to be sited. Water butts will be made available if necessary but dogs will not be allowed to remain on plots. There will be a 5 year plan drawn together where a great deal will be drawn from national legislation relating to Health and Safety, Animal Welfare, cultivation regulation etc.

(Electronically Signed)

Cllr Dawn Bellingham
Horden and Dene House

HORDEN PARISH COUNCIL Current Year 2025/26

Bank - Cash and Investment Reconciliation as at 30 September 2025

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/09/2025	Current Account	25,220.87
30/09/2025	Public Sector Reserve Account	285.44
31/08/2025	CCLA PUB. SECTOR	1,189,999.79
30/09/2025	BUSINESS SAVERS ACCOUNT	1,607.88
		1,217,113.98
 <u>Other Cash & Bank Balances</u>		
		44.07
		1,217,158.05
 <u>Receipts not on Bank Statement</u>		
		0.00
 Closing Balance		
		1,217,158.05
 <u>All Cash & Bank Accounts</u>		
1	CURRENT BANK ACCOUNT	25,220.87
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	1,109,999.79
5	BUSINESS SAVERS ACCOUNT	1,607.88
	Other Cash & Bank Balances	44.07
	Total Cash & Bank Balances	1,137,158.05

HORDEN PARISH COUNCIL FINANCE REPORT

This report details accounts as at 30 September – accounts on a straight line we should be around 50%. 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	11,110/11,414	Annual fee paid		04/09/25
1126 – Photocopier	1	730/1,300	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	3,401/5,660	Paid over 10 months		04/09/25
1311 – Cem Rates	2	1,253/1,756	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	632/500	New Strimmer purchased		04/09/25
1343 – Cem Vehicle Maint	2	3,202/700	Vehicle repairs and new tyre		04/09/25
1345 – Cem Vehicle Tax/Ins	2	565/680	Car Tax annual cost		06/11/25
1346 – Cem Horticulture	2	1,090/1,250	Plant purchases		04/09/25
1349 – Cem Plaques	2	422/500	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
1420 – Pk Misc	3	495/20	Insurance claim	To be claimed back	06/11/25
1436 – Pk Buildings	3	2,270/2000	Insurance claim	To be claimed back	06/11/25
1604 – SWC Council Tax	3	2,265/3,775	Paid over 10 months		04/09/25
1611 – SWC Rates	3	4,416/7,728	Paid over 10 months		04/09/25
1647 – SWC Health & Safety	3	372/300	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
1726 – Members Participation	4	5,719/6,864	Claimed for year		06/11/25
1733 – GP Activities & Events	4	9,193/15,312	Fees paid upfront for summer activities		04/09/25
11045 – Bar Licences	5	180/180	Annual fee		04/09/25
11350 – Flower & Veg Show	5	1,439/500	Fee costs to balance with income	Contribution from 150 Anniversary	06/11/25

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Council
1189 - Admin Misc	1	408/780	Additional photocopying charges received		04/09/25
1196 - Bank Interest	1	23,695/36,000	Preferential rates received		04/09/25
1383 - Cem Mem Plaques	1	4390/600	Will balance out with expenditure		04/09/25
1384 - Cem Fees	1	35,616/54,590	Will balance with expenditure		04/09/25
1483 - Pk - Ground Fee	2	1,718/1,718	Annual fee paid		06/11/25
1682 - SWC Lettings	3	26,695/41,383	DDS invoiced for year		04/09/25
1799 - GP Poppy Wreaths	4	176/285	To be balanced out in expenditure		06/11/25
11377 - Flower & Veg Show	5	600/285	To be balanced with expenditure		06/11/25

20/10/2025

HORDEN PARISH COUNCIL Current Year 2025/26

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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	408	780	372			52.3%	
1196 INCOME-BANK INTEREST	23,695	36,000	12,305			65.8%	
1198 LCTSS GRANT	43,772	87,544	43,772			50.0%	
ADMINISTRATION :- Income	406,958	802,490	395,532			50.7%	0
1101 AD-WAGES	53,323	130,377	77,054	77,054		40.9%	
1102 AD-EMPLOYERS NI	6,438	18,807	12,369	12,369		34.2%	
1103 AD-EMPLOYERS PENSION	10,398	24,641	14,243	14,243		42.2%	
1110 AD-ROOM FEES	900	1,890	990	990		47.6%	
1121 AD-TELEPHONE/FAX	608	1,400	792	792		43.4%	
1122 AD-POSTAGE	158	300	142	142		52.7%	
1123 AD-STATIONERY	219	390	171	171		56.2%	
1125 AD-INSURANCE	11,110	11,414	304	304		97.3%	
1126 AD-PHOTOCOPIER	730	1,300	570	570		56.1%	
1137 AD-PLANT & EQUIPMENT	187	220	33	33		85.1%	
1151 AD-BANK CHARGES	442	1,090	648	648		40.6%	
1152 AD-IT FEES	3,581	7,060	3,479	3,479		50.7%	
1159 AD-PROFESSIONAL FEES	0	5,000	5,000	5,000		0.0%	
ADMINISTRATION :- Indirect Expenditure	88,094	203,889	115,795	0	115,795	43.2%	0
Net Income over Expenditure	318,864	598,601	279,737				
102 ALLOTMENTS							
1281 INCOME-ALLOT RENT	2,560	2,523	(37)			101.5%	
ALLOTMENTS :- Income	2,560	2,523	(37)			101.5%	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	2,518	974	(1,544)				
103 CEMETERIES							
1383 INCOME-CEM MEMORIAL PLAQUES	390	600	210			65.0%	
1384 INCOME-CEMETERY FEES	35,616	54,590	18,974			65.2%	
1387 INCOME-CEM INS CLAIM	1,524	0	(1,524)			0.0%	
1389 INCOME-CEM MISC	1,340	0	(1,340)			0.0%	
1390 INCOME-MEMORIAL BENCHES	0	500	500			0.0%	
CEMETERIES :- Income	38,870	55,690	16,820			69.8%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1301 CEM-WAGES	13,027	81,842	68,815		68,815	15.9%	
1302 CEM-EMPLOYERS NI	1,564	10,026	8,462		8,462	15.6%	
1303 CEM-EMPLOYERS PENS	2,540	15,468	12,928		12,928	16.4%	
1304 CEM-COUNCIL TAX	3,401	5,660	2,259		2,259	60.1%	
1307 CEM-CLOTHING	116	375	259		259	30.8%	
1311 CEM-RATES	1,253	1,756	503		503	71.4%	
1312 CEM-WATER	403	1,500	1,097		1,097	26.9%	
1314 CEM-ELECTRICITY	310	1,200	890		890	25.8%	
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	70	353	283		283	19.8%	
1336 CEM-BUILDINGS	545	500	(45)		(45)	109.0%	
1337 CEM-PLANT & EQUIP	632	500	(132)		(132)	126.5%	
1338 CEM-TOOLS	64	200	136		136	32.0%	
1339 CEM-EQUIP REPAIRS	985	3,605	2,620		2,620	27.3%	
1340 CEM-GROUNDS MAINTNCE	25	3,000	2,975		2,975	0.8%	
1342 CEM-EQUIPMENT FUEL	867	3,000	2,133		2,133	28.9%	
1343 CEM-VEHICLE MAINTNCE	3,202	700	(2,502)		(2,502)	457.4%	
1344 CEM-VEHICLE FUEL	89	515	426		426	17.3%	
1345 CEM-VEHICLE TAX/INS	565	680	115		115	83.1%	
1346 CEM-HORTICULTURE	1,090	1,250	160		160	87.2%	
1347 CEM-HEALTH & SAFETY	64	100	36		36	64.0%	
1349 CEM - PLAQUES	422	500	78		78	84.5%	
1359 CEM-PROFESSIONAL FEE	442	655	213		213	67.5%	
1362 CEM-TRADE WASTE	879	2,082	1,203		1,203	42.2%	
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	47,826	162,159	114,333	0	114,333	29.5%	0
Net Income over Expenditure	(8,956)	(106,469)	(97,513)				
104 PARKS							
1483 INCOME-PK GROUND FEE	1,718	1,718	0			100.0%	
1486 INCOME-PK SLAND RD BUNG RENT	1,910	3,881	1,971			49.2%	
PARKS :- Income	3,627	5,599	1,972			64.8%	0
1401 PK-WAGES	107,313	163,686	56,373		56,373	65.6%	
1402 PK-EMPLOYERS NI	11,523	19,303	7,780		7,780	59.7%	
1403 PK-EMPLOYERS PENSION	20,832	30,937	10,105		10,105	67.3%	
1407 PK-CLOTHING	58	400	342		342	14.4%	
1411 PK-RATES	449	865	417		417	51.8%	

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1413 PK-RENTS	410	410	0		0	100.0%	
1414 PK-ELECTRICITY	828	2,835	2,007		2,007	29.2%	
1416 PK-CLEANING	56	100	44		44	56.2%	
1420 PK-MISCELLANEOUS	495	20	(475)		(475)	2475.0%	
1421 PK-TELEPHONE/FAX	106	350	244		244	30.2%	
1436 PK-BUILDINGS	2,270	2,000	(270)		(270)	113.5%	
1437 PK-PLANT & EQUIPMENT	0	500	500		500	0.0%	
1438 PK-TOOLS	0	100	100		100	0.0%	
1439 PK-EQUIP REPAIRS	116	1,550	1,434		1,434	7.5%	
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	145,141	330,498	185,357	0	185,357	43.9%	0
Net Income over Expenditure	(141,513)	(324,899)	(183,386)				
106 S.W.C.							
1682 INCOME-SWC LETTINGS	26,835	41,383	14,548			64.8%	
1688 INCOME-SWC CATERING	33	0	(33)			0.0%	
S.W.C. :- Income	26,868	41,383	14,515			64.9%	0
1601 SWC-WAGES	15,713	36,275	20,562		20,562	43.3%	
1602 SWC-EMPLOYERS NI	1,590	3,337	1,747		1,747	47.7%	
1603 SWC EMPLOYERS PENSION	2,482	6,856	4,374		4,374	36.2%	
1604 SWC-COUNCIL TAX	2,265	3,775	1,510		1,510	60.0%	
1607 SWC-CLOTHING	0	60	60		60	0.0%	
1611 SWC-RATES	4,416	7,728	3,312		3,312	57.1%	
1612 SWC-WATER	702	2,000	1,298		1,298	35.1%	
1614 SWC-ELECTRICITY	2,577	8,400	5,823		5,823	30.7%	
1615 SWC-GAS	1,529	7,875	6,346		6,346	19.4%	
1616 SWC-CLEANING	602	1,100	498		498	54.7%	
1636 SWC-BUILDINGS	3,376	11,742	8,366		8,366	28.7%	
1637 SWC-PLANT & EQUIP	159	350	191		191	45.4%	
1638 SWC-TOOLS	0	50	50		50	0.0%	
1639 SWC-EQUIP REPAIRS	0	200	200		200	0.0%	
1647 SWC-HEALTH & SAFETY	372	300	(72)		(72)	123.9%	
1649 SWC-CATERING	4	75	71		71	5.0%	
1659 SWC-PROFESSIONAL FEE	0	1,000	1,000		1,000	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1663 SWC-TRADE WASTE	558	1,635	1,077		1,077	34.1%	
S.W.C. :- Indirect Expenditure	36,344	92,758	56,414	0	56,414	39.2%	0
Net Income over Expenditure	(9,476)	(51,375)	(41,899)				
107 GENERAL PURPOSES							
1778 INCOME-GP EVENTS	92	0	(92)			0.0%	
1790 INCOME-GP DOG BAGS	599	1,600	1,001			37.4%	
1799 INCOME-POPPY WREATHS	176	285	109			61.8%	
GENERAL PURPOSES :- Income	867	1,885	1,018			46.0%	0
1710 GP-ROOM FEES	341	630	289		289	54.2%	
1719 GP-CHAIR'S ALLOWANCE	0	3,216	3,216		3,216	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	5,719	6,864	1,145		1,145	83.3%	
1727 GP-OFFICER TRAVEL & SUBS	2	600	598		598	0.3%	
1729 GP-CONF/TRAINING	1,370	7,000	5,630		5,630	19.6%	
1732 GP-PUBLICITY	0	450	450		450	0.0%	
1733 GP-ACTIVITIES & EVENTS	9,193	15,312	6,119		6,119	60.0%	
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	1,824	3,397	1,573		1,573	53.7%	
1760 GP-DOG BAGS	0	1,600	1,600		1,600	0.0%	
1761 GP-POPPY WREATHS	0	245	245		245	0.0%	
1762 GP-FUNDED PROJECTS	192	0	(192)		(192)	0.0%	
GENERAL PURPOSES :- Indirect Expenditure	19,042	50,744	31,702	0	31,702	37.5%	0
Net Income over Expenditure	(18,175)	(48,859)	(30,684)				
108 GRANTS							
1863 OTHER GRANTS	4,501	22,500	17,999		17,999	20.0%	
1864 WELFARE PARK GRANTS	15,849	80,503	64,654		64,654	19.7%	15,849
GRANTS :- Indirect Expenditure	20,350	103,003	82,653	0	82,653	19.8%	15,849
Net Expenditure	(20,350)	(103,003)	(82,653)				
6000 plus Transfer from EMR	15,849	0	(15,849)				
Movement to/(from) Gen Reserve	(4,501)	(103,003)	(98,502)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	60,590	60,590	0	60,590	0.0%	0
Net Expenditure	0	(60,590)	(60,590)				
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	600	285	(315)			210.5%	
FLOWER & VEGETABLE SHOW :- Income	600	285	(315)			210.5%	0
11350 EXPEND. FLOWER&VEG SHOW	1,439	500	(939)		(939)	287.8%	
11351 EXPEND.FLOWER&VEG FEES	0	350	350		350	0.0%	
FLOWER & VEGETABLE SHOW :- Indirect Expenditure	1,439	850	(589)	0	(589)	169.3%	0
Net Income over Expenditure	(839)	(565)	274				
Grand Totals:- Income	480,350	909,855	429,505			52.8%	
Expenditure	358,458	1,006,220	647,762	0	647,762	35.6%	
Net Income over Expenditure	121,892	(96,365)	(218,257)				
plus Transfer from EMR	15,849	0	(15,849)				
Movement to/(from) Gen Reserve	137,741	(96,365)	(234,106)				

Cash Withdrawals & Debit Card Transactions:

10/09/2025 – Pirtek – Tractor Repair – CJ - £246.24
10/09/2025 – Cash Withdrawal – Flower and Vegetable Show – CJ - £30.00
17/09/2025 – Auden Funeral Supplies Ltd – Lowering Straps – CJ - £96.00
19/09/2025 – DVLA – Road Tax NU20 OUC -CJ - £345.00
30/09/2025 – Cash Withdrawal – Petty Cash – CJ - £30.00
30/09/2025 – hmrc vat Charge and Bank Fee – SS - £28.43
07/10/2025 – Royal British Legion Industries – Tommy & Women Statue Pair – CJ - £350.00
07/10/2025 – Eurogarden – Daffodil Bulbs – CJ - £231.60
13/10/2025 – Flying Colours – 3 x Union Flags – CJ - £186.54
17/10/2025 – Microsoft Office – Laptop 02 – CJ - £84.99
20/10/2025 – LexisNexis – Local Council Administration Book – SS - £180.00

TOTAL £1,808.80

Petty Cash Transactions:

No Petty cash Spend for July

14/08/25 – Booker – Banqueting Roll - £32.99

18/08/25 – Asda Book Token - £10.00

23/08/2 – Clip frames for Heritage Display - £37.47

29/08/25 – Refreshments for Flower and Vegetable Show - £7.96

TOTAL August Spend - £88.42

No petty cash spend for September

Horden Parish Council Invoices for Payment October 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	07.10.2025	3 x County Durham Flags	£34.93	BACS
Apollo Doors Limited	15.10.2025	Replace Left Shutter Guide - SWC	£216.00	BACS
Banner Group Limited	13.10.2025	4 x Wall Planners, AA & AAA Batteries	£22.31	BACS
Co-operative Bank	01.10.2025	BACS/FD Online Fees September 2025	£64.84	D/D
Corona Energy	03.10.2025	Memorial Park Electricity 01/09/2025 - 30/09/2025	£27.12	D/D
Corona Energy	03.10.2025	Sunderland Rd Pavilion Electricity 01/09/25 - 30/09/25	£128.03	D/D
Culligan (UK) Limited	16.10.2025	Water Cooler Rental & Service - October 2025	£31.80	D/D
Durham County Council	16.10.2025	Change Main Back Up Battery Lift - SWC	£39.71	BACS
E-on Next	01.10.2025	Electricity Cemetery 01/09/2025 - 30/09/2025	£29.31	D/D
Eon Next	01.10.2025	Gas SWC 01/09/2025 - 30/09/2025	£235.02	D/D
Microshade Ltd	01.10.2025	Hosted Application Service - Rialtas - October 2025	£144.00	BACS
Scottish Power	16.10.2025	SWC Electricity 12/09/2025 - 02/10/2025	£321.18	D/D
Select Telecom Ltd	30.09.2025	Admin Phone Lines/Calls/Internet - October 2025	£117.91	D/D
Thinford Nurseries Ltd	08.10.2025	Summer Bedding	£1,252.80	BACS
Vodafone	20.08.2025	Mobile Phones - August	£43.60	D/D
Vodafone	20.09.2025	Mobile Phones - September	£43.60	D/D
Vodafone	20.10.2025	Mobiles - October	£43.60	D/D
Wex	28.09.2025	Vehicle Trackers	£14.40	D/D
Wex	06.10.2025	Vehicle Fuel	£63.62	D/D
OTHER PAYMENTS				
Co-op Bank	09.10.2025	Wages Week 27	£5,310.43	BACS
Co-op Bank	16.10.2025	Wages Week 28	£5,391.47	BACS
Co-op Bank	23.10.2025	Wages Week 29	£5,390.47	BACS
Co-op Bank	27.10.2025	Wages Week 30	£5,391.16	BACS
Wave	13.10.2025	SWC Water 13/07/2025 - 12/10/2025 (£120.00 pcm)	£298.90	D/D
		Horden Parish Council OCTOBER 2025 TOTAL	£19,265.05	

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		✓
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Hornden Parish Council

<https://horden-pc.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 27/02/2025, 07/03/2025, 24/04/2025
 Name of person who carried out the internal audit: Mr S Ragg

Signature of person who carried out the internal audit:  Date: 24/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Horden Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. 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.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2025

and recorded as minute reference:

HPC 25/26/47

<https://horden-pc.gov.uk/>

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2024/25 for

Hornden Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	565,425	829,914	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	631,309	645,883	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	272,643	269,042	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	374,246	403,139	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	26,072	26,072	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	239,145	201,206	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	829,914	1,114,422	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	843,775	1,131,889	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	786,504	830,193	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	409,479	395,015	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 09/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

19/6/25

as recorded in minute reference:

HPC/25/26/058.

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Horden Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

29 September 2025

HORDEN PARISH COUNCIL

Special Motion

1. Background

- 1.1 In accordance with Standing Order 7a a Special Motion has been received to re-consider minute HPC 25/26/138 signed by 8 councillors.
- 1.2 The Council may therefore re-consider its decision.
- 1.3 Once a further decision is reached, the Council may not reconsider the matter further for an additional six months in accordance with Standing Order 7b.

2. Recommendation

Council is recommended to reconsider minute HPC 2025/26/138.

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

HORDEN PARISH COUNCIL

Budget 2026/27

1. Background

- 1.1 Budget preparation for 2026/27 is currently in progress. The RFO and Deputy Clerk are reviewing all income and expenditure codes from a zero base to formulate a draft budget for consideration.
- 1.2 The Council is invited to advise officers of any specific requirements to be included in the 2026/27 budget including major works and projects.
- 1.3 Additionally, the Council should consider its proposals for income generation and the level of grant to be made to Horden Recreation Ground.
- 1.4 The Personnel Committee will review staffing budgets separately and make a recommendation to Council.
- 1.5 Council should consider whether an informal meeting with councillors is requested for officers to present draft budgets and if so, set the date of such briefing(s).

- 2. Recommendation** - Council is recommended to advise officers of the budget principles to be applied to the 2026/27 budget preparations and request officers present draft proposals to the January meeting for precept consideration.

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

New – Civility and Respect – Statement of Assurance invitation to all councillors

The Civility and Respect Project via the Improvement and Development Board has just launched a Councillor's Statement of Assurance. This is a further initiative to try and strengthen commitment by councillors to create positive, supportive and respectful parish and town council environments. Here is the [template Councillor's Statement of Assurance](#) that your councillors can complete and return to its parish or town council for its records



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Councillor's Statement of Assurance

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed _____

Name _____

Date _____

HORDEN PARISH COUNCIL

CDALC Executive Proposal

1. Background

- 1.1 CDALC proposed changes to its executive arrangements to the AGM held on Saturday 25 October for consideration.
- 1.2 The proposals attached were approved and will be subject to a Special General Meeting in 2026.
- 1.3 The Council should consider its support for the new arrangements and any nominations.

2. Recommendation - Council is recommended to review the proposals and any nominations for consideration.

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

AGENDA ITEM 5**CDALC EXECUTIVE COMMITTEE FUTURE FORMULATION AND INTERIM ARRANGEMENTS**

This issue has arisen for two main reasons.

- [The CDALC constitution](#) heavily references Area Action Partnerships (AAPs), using their geographical areas as the primary tool for grouping our parishes, and from which representatives have been elected to the CDALC Executive Committee. The AAPs were replaced with Local Networks (LNs) in April 2025 but at the time of writing their future is uncertain. There were to be less LNs than AAPs which would have implications for quorum for the Executive Committee.
- A motion was presented to CDALC by Great Aycliffe Town Council in 2024 proposing a re-think of the formulation of the Executive Committee to move away from geographical representation to one based on council size.

The issue has been considered at various CDALC meetings over the last year, including the 2024 AGM, all 2025 Exec Meetings, the July Forum meetings, from which a special working group meeting was held in August 2025. The issue has deservedly required time and consideration with the AGM being the body to make the final decision on the future formulation of the Executive Committee.

A final proposal for an amended formulation for the Executive Committee was considered and agreed at its meeting on 17th September 2025 and which is as follows:

Structure

No of Seats	Position	Form of Election	Tenure	Voting Rights
1	President (normally a local MP)	Elected at AGM	2 years	Non-Voting
1	Honorary Auditor	Elected at AGM	2 years	Non-Voting
8	Larger Council Position	Elected at AGM	2 years	Voting
8	Smaller Council Position	Elected at AGM	2 years	Voting
1	Darlington Borough Area	Elected by area, reported to AGM	Determined by area	Voting
1	Gateshead Council Area	Elected by area reported to AGM	Determined by area	Voting
1	City of Sunderland Area	Elected by area reported to AGM	Determined by area	Voting
21	Total Number Of Positions (19 voting)			

Constitutional matters relating to the above

1. The President (normally a local MP), Honorary Auditor, Larger Council reps and Smaller Council reps will have a two-year term and be voted for bi-annually at the

AGM. The term/election of the Area Executive positions (Darlington, Gateshead, Sunderland) will be determined by each area and reported to the AGM.

2. Nominations for Exec Committee positions will be sought from councils no later than the end of the third week in June during the relevant year with a deadline of 31st August. Nominees must be proposed by their council and to provide a 200-word summary to support their nominations.
3. Where there are less nominations than Executive Committee positions available, nominations will be sought from the floor at the AGM. Where not forthcoming these will be dealt with as for casual vacancies, see 7.
4. All positions, apart from the President and Honorary Auditor will have voting rights.
5. The Chair, Vice-chair and Treasurer will be elected by the Executive Committee bi-annually at a special meeting to be held immediately after the AGM at which the Executive Committee has been elected.
6. Where an Executive Member fails to attend 3 consecutive ordinary meetings of the Executive Committee, they will cease to be a member of the Executive Committee.
7. Where a casual vacancy arises on the Executive Committee relating to the Smaller or Larger Council positions, the relevant sized CDALC Councils will be asked to make nominations. These will be voted for and appointed by the Smaller or Larger Council Forum Meetings, whichever is appropriate. Nominations will be requested at least six weeks in advance of the next Forum meeting.
8. No Council shall be represented by more than one member on the Executive Committee, except for the President and Honorary Auditor.
9. Only members of the Executive Committee can be nominated to be the Chair or Vice Chair of the Smaller & Larger Forums.
10. The role of an Executive Committee Member is to represent the wider interests of parish and town councils and not just their own Council.
11. Executive Members will commit to regular attendance at the Smaller & Larger Forum Meetings (quarterly).

DECISION REQUIRED	<ul style="list-style-type: none"> To agree the future formulation of the Executive Committee structure To agree for the incumbent members of the Executive to remain in place until such time as the new elections proposed are concluded. To agree for the Constitution to be amended to reflect the changes and these to be agreed at a special General Meeting of the Association (likely in the new year) which will also deal with the election of the Executive Committee
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[Back to Agenda](#)

NATIONAL ASSOCIATION OF COUNCILLORS

AGM & CONFERENCE

Councillors Role in Shaping Education

The Station Hotel, Carlisle

14th-16th November 2025

Delegate Booking Form

Name of Delegate.....

Organisation

Delegate's Email

Telephone Number.....

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

Printed Name.....

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

INVOICE, email address for invoice.....

To Register – Complete the delegate details above, and either: -Email a copy of this form to
Generalsecretary@nationalassociationofcouncillors.org

or Post form to NAC Bookings, Council Offices, 6 Goatbeck Terrace, Langley Moor, Co. Durham DH7 6JJ

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

£295 plus VAT - Town, Parish and Community Councils

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £85 plus VAT per night. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)

Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.