

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

31 October 2025

Dear Member

You are hereby summoned to attend the Meeting of Horden Parish Council (meeting in their capacity as the Trustee of Horden Recreation Ground) to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 6th November 2025 immediately following the Meeting of Horden Parish Council for the purposes of transacting the following business:

HORDEN RECREATION GROUND
ORDER OF BUSINESS
Meeting to be held 6th November 2025

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 2nd October 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 Committee on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
- 5 **Register of Delegated Decisions (enclosed)** – to note no decisions since the last report.
- 6 **Damage and Incident Report** – no reports to consider.
- 7 **Outdoor Team Manager Report** – to consider the report.
- 8 **South Terrace Wall Update** – to consider any verbal update following commencement of contract.
- 9 **Horden Recreation Ground Financial:**
 - a) **Bank Balance as at 30/09/2025** – to note the information.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Reports to 30/09/2025.
 - c) **Invoices for endorsement for payment (enclosed)** – to approve payment.
- 10 **Budget Requirements 2026-27** - to consider the report.
- 11 **Exclusion of Press and Public.** In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Council is requested to **RESOLVE** to exclude the press and public from the meeting for the following items of business on the grounds that it involves information prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.
- 12 **Confidential Leases and Licences** – to consider the report.



Samantha Shippen
Clerk to the Council
31st October 2025

To: The Trustee of Horden Recreation Ground/cc Public Notice

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 2 October 2025

Present: Councillor T Baldesera (Vice Chairman)
 Councillors C Armstrong, R Bagnall, D Bellingham, C Cain, E Laing, F Leadbitter, W Morrow,
 C Robson, D Tait, T Usher J Ward and G Wetherell.

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

HRG **Apologies for Absence.**
25/26/051 **RESOLVED:** Apologies **APPROVED** for F Winrow.

HRG **Declarations of Interest in items on the agenda.**
25/26/052 Councillor C Cain declared an interest in item 9 as Chair of Horden Community Welfare Football Club.

HRG **Minutes of Meetings held 4th September 2025.**
25/26/053 **RESOLVED:** The Minutes be confirmed as a true record and signed by the Chairman.

HRG **Public Participation.**
25/26/054 No members of the public were present.

HRG **Register of Delegated Decisions.**
25/26/055 No delegated decisions have been made.

HRG **South Terrace Wall update.**
25/26/056 **RESOLVED:** Trustee **NOTE** the verbal report on the progress of the project.

HRG **Invoices for endorsement for payment.**
25/26/057 **RESOLVED:** Trustee **APPROVE** payment of the schedule of invoices totalling £48,692.35

HRG **Horden Cricket Club.**
25/26/058 **RESOLVED:** Trustee **APPROVE** the cost of the Biodiversity Net Gain Plan and Biodiversity Management and Monitoring Plan to the sum of £1,470.00

Councillor C Cain left the meeting at 7:20pm

HRG **Horden Community Welfare Football Club.**
25/26/059 **RESOLVED:** Trustee **APPROVE** the actions taken by the Clerk and the financial contribution to the project to the sum of £7,098 and **ADVISE** Officers to approach County Councillors for a Capital contribution to the project.

Councillor C Cain entered the meeting at 7.25pm

HRG **Exclusion of Press and Public. In accordance with Section 1 (2) of the Public Bodies**
25/26/060 **(Admission to Meetings) Act, 1960, the Council is requested to RESOLVE to exclude the press and public from the meeting for the following items of business on the grounds that it involves information prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.**

HRG **Big Foot Studios.**
25/26/061 **RESOLVED:** Trustee **ADVISE** the Clerk to investigate with lawyers providing a one year lease and increase the initial rent by 100%.

Councillor G Wetherell left the meeting at 7:50pm

HRG **Requests for Events in Welfare Park.**
25/26/062 **RESOLVED:** Trustee **NOTE** the verbal report.

Meeting Concluded at 8:10pm

Horden Recreation Ground Invoices for Payment -September 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
FBS North East Ltd	02/10/2025	South Terrace Wall Capital Works	£46,236.08	BACS
Geo Robinson & Son	31/08/2025	Maintenance materials	£82.91	100575
Lloyd Ltd	16/09/2025	Husqvarna Hedgetrimmers	£408.00	100576
Origin Amenity Solutions	05/09/2025	Top Dressing and Fertilizer	£337.20	100577
P Hutchinson & Sons	01/10/2025	Green Waste Disposal	£30.00	100578
Select Telecom	31/08/2025	Fibre Broadband September 25	£47.40	D/D
SSE	13/09/2025	Floodlights Electricity August 25 (fully recharge to HCWFC)	£41.41	D/D
SSE	13/09/2025	Cricket Pavilion August 25 (fully recharge to Cricket Club)	£42.63	D/D
SSE	08/09/2025	Welfare Ground Electricity August 25 (fully recharge HCWFC)	£460.46	D/D
SSE	13/09/2025	Works Building Electricity August 25 (recharge £116.36 to Heritage Tea Rooms)	£198.10	D/D
Veolia	31/08/2025	Trade Waste August 25	£249.98	D/D
Wex	01/09/2025	Equipment Fuel	£108.97	D/D
Wex	15/09/2025	Equipment Fuel	£107.95	D/D
OTHER PAYMENTS				
Wave	13/09/2025	Cricket Pavilion Water 13/06/25 -12/09/25 (£30.00 pcm)	£341.26	D/D
		Horden Recreation Ground September 2025 TOTAL	£48,692.35	

Horden Recreation Ground Outdoor Team Managers Report

1. Background

This monthly report is to provide the council with a program of works which were carried out in the Welfare Park, over the period of Thursday 28th September 2025 to 30th October 2025.

2. Welfare Park Update

2.1 Football Field Main Pitch

- As the season is well underway the main pitch has been fertilised.
- Cut twice per week with the Toro, ride on mower
- The goal mouths have been aeriated (spiked) to give good root depth
- The pitch is marked out every week prior to games
- Surrounding areas cut and strimmed every week

2.2 Bowling Greens

- The end of season maintenance has been carried out, which includes scarifying all of the unwanted matter out between the turf, Moss, thatch and dead grass.
- Aeriated to a depth of 4 inches
- Seed applied, with 4 tonnes of top dressing applied and spread in
- The surrounding areas are cut and strimmed when required
- Both greens have been aeriated and winter fertiliser applied
- Number 2 green needs some new boards, which I have costed for the materials, for us to carry out the work. This comes to £500. I would like to undertake the work during the winter months to ensure no impact on the facility users.

2.3 Cricket Field

- All of the end of season maintenance has been carried out.
- To create a hard surface, after the seed was sown, we covered the ends over with a germination sheet to speed up the germination process.
- The cricket out-field is still being cut every week.
- The surrounding grassed areas are also cut and strimmed every week.

2.4 Training pitch

- Number 2 training pitch is cut and marked out every week, prior to games and training.
- Regular litter picking programme

2.5 Park Shrub Bed and other grassed areas

- All areas in the park are cut and strimmed as part of a weekly programme.
- All of the summer bedding has been removed and the beds are being prepared (rotovating, fertilised) for the planting of the winter bedding scheme.
- Each morning we have a litter picking programme.
- The elevated floral display bed, outside of the park house is in need of repair. I would like to brick or block around the old structure, then remove the old wood from inside. The cost for the materials will be approximately £250.

2.6 Recreation ground/play areas

- Play areas at the welfare park are inspected every week: 3 of the swing seats have been removed because of re wear and tear and new ones have been ordered

3. Recommendation

The Council is recommended to note this report.

HORDEN RECREATION GROUND

SOUTH TERRACE WALL UPDATE

1. Background

- 1.1 The contract is progressing well. There have been 12 days lost through weather conditions. The Clerk to the Council with the architect and contractor, did a site visit on Monday 27 October.
- 1.2 Render colour was chosen to match the coping stone shade.
- 1.3 We are now in a position to top surface and line mark the carpark. Works are scheduled to take place on 17, 18 and 19 November. Staff, councillors and partner organisations have been notified by email, users will be notified in the coming week.
- 1.4 We currently have three disabled car parking bays which were established when the centre was refurbished in the early 2000's. The current Durham County Council standard formula requires two disabled bays. It is intended to move the disabled bays to the head of the access road to make the bays more accessible for the building. Given that the use of the building has changed, it is intended to reduce the bays to the current required standard.
- 1.5 The contract is expected to be concluded in November, there is a retention of 5% which will reduce to 2.5% upon practical completion. The retention period is six months from practical completion.
- 1.6 The relationship with the contractor has been excellent throughout, FBS has been a good company to work with.

- 2. Recommendation** - Trustee is recommended to endorse the actions taken by the Clerk to the Council in the management of the contract and note the update.

Samantha J Shippen FCG, FSLCC, CMC

Clerk to the Council

October 2025.

Date: 15/10/2025

Horden Recreation Charity Current Year

Page 1

Time: 13:11

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Bank A/c**

User: CJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HORDEN RECREATION GROUND	30/09/2025	194	15,823.17
			<u>15,823.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
12/08/2025 100566	SCREWFIX	61.98	
12/08/2025 100567	SHORELINE FIRE	168.00	
04/09/2025 100570	AITKEN'S SPORTSTURF LIMITED	586.80	
04/09/2025 100573	SCREWFIX	46.98	
04/09/2025 100574	SHORELINE FIRE	80.00	
			<u>943.76</u>
			14,879.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,879.41
Balance per Cash Book is :-			14,879.41
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

HORDEN RECREATION GROUND FINANCE REPORT

This report details accounts as at 30 September 2025 – accounts on a straight line we should be around 50%.

EXPENDITURE

Account	Page	£ Spend/ £ Budget	Explanation	Comment	Reported to Trustee
4120 – Water	1	2,653/4,200	Will balance with Water re-charge		04/09/25
4160 – Insurance	1	4,264/4,264	Fully recharged		06/11/25
4180 – Clothing	1	596/475	Clothing required by staff	To be recharged to Parks	04/09/25
4300 – Vehicle Maintenance	1	646/1,000	John Deere and Kubota maintenance		04/09/25
4350 – Major Schemes	1	89,884/5,000	South Terrace Wall		04/09/25

INCOME

Account	Page	£ Receipt/ £ Budget	Explanation	Comment	Reported to Trustee
1130 – Cricket Social Club Rent	1	736/798	Annual rent received		04/09/25
1150 – Ambulance House Rent	1	442/441	Annual rent received		04/09/25
1160 – Bowls Ground Income	1	882/882	Annual rent received		04/09/25
1170 – Cricket Ground Income	1	2,086/2,190	Rent received		06/10/25
1180 – Welfare Ground Grant	1	331/4,637	Low usage of pitches		06/10/25
1190 – Other Ground Fees	1	3,376/3,500	Increased usage of Pitch		04/09/25
1220 – Water Recharge	1	1,144/1,650	Meter readings taken regularly and recharged appropriately		04/09/25
1270 – Income Wayleaves	1	103/111	First payment received		04/09/25
1400 – Parish Council Grant	1	125,849/80,503	South Terrace Wall Capital build		06/10/25

15/10/2025

Horden Recreation Charity Current Year

Page 1

13:29

Detailed Receipts & Payments by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
1120 BIG FOOT STUDIO RENT	138	552	414			25.0%
1130 Cricket Social Club Rent	736	798	62			92.2%
1150 Income-Ambulance House Rent	442	441	(1)			100.2%
1160 Bowls Ground Income	882	882	0			100.0%
1170 Cricket Ground Income	2,086	2,190	104			95.3%
1180 Welfare Ground Income	331	4,637	4,306			7.1%
1190 Other Ground Fees	3,376	3,500	124			96.5%
1210 Electricity Recharge	1,684	5,900	4,216			28.5%
1220 Water Recharge	1,144	1,650	506			69.4%
1270 Income-Wayleaves	103	111	8			92.4%
1300 Miscellaneous	11	0	(11)			0.0%
1400 Income-Parish Council Grant	125,849	80,503	(45,346)			156.3%
Income :- Receipts	136,781	101,164	(35,617)			135.2%
Net Receipts	136,781	101,164	(35,617)			
200 Expenditure						
4070 Professional Fees	1,007	8,000	6,993		6,993	12.6%
4120 Water	2,653	4,200	1,547		1,547	63.2%
4130 Electricity	4,526	11,025	6,499		6,499	41.1%
4150 Telephone/Fax	237	500	263		263	47.4%
4160 Insurance	4,264	4,264	0		0	100.0%
4170 Cleaning	0	320	320		320	0.0%
4180 Clothing	596	475	(121)		(121)	125.5%
4200 Buildings	3,844	30,000	26,156		26,156	12.8%
4210 Plant and Equipment	478	2,600	2,122		2,122	18.4%
4220 Play Equipment	0	1,030	1,030		1,030	0.0%
4230 Trade Waste	1,406	3,150	1,744		1,744	44.6%
4250 Tools	72	300	228		228	23.9%
4260 Equipment Repairs	615	4,500	3,885		3,885	13.7%
4270 Grounds Maintenance	5,250	11,000	5,750		5,750	47.7%
4290 Equipment Fuel	1,491	3,800	2,309		2,309	39.2%
4300 Vehicle Maintenance	646	1,000	354		354	64.6%
4310 Horticulture	1,696	4,000	2,304		2,304	42.4%
4320 Health and Safety	330	1,000	670		670	33.0%
4330 CAPITAL PURCHASE	0	5,000	5,000		5,000	0.0%
4350 Major Schemes Expenditure	89,884	5,000	(84,884)		(84,884)	1797.7%
Expenditure :- Indirect Payments	118,995	101,164	(17,831)	0	(17,831)	117.6%
Net Payments	(118,995)	(101,164)	17,831			

Continued over page

Detailed Receipts & Payments by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
999 VAT Data						
115 VAT on Receipts	1,462	0	(1,462)			0.0%
VAT Data :- Receipts	<u>1,462</u>	<u>0</u>	<u>(1,462)</u>			
515 VAT on Payments	16,662	0	(16,662)		(16,662)	0.0%
VAT Data :- Indirect Payments	<u>16,662</u>	<u>0</u>	<u>(16,662)</u>	<u>0</u>	<u>(16,662)</u>	
Net Receipts over Payments	<u>(15,200)</u>	<u>0</u>	<u>15,200</u>			
Grand Totals:- Receipts	138,243	101,164	(37,079)			136.7%
Payments	135,657	101,164	(34,493)	0	(34,493)	134.1%
Net Receipts over Payments	<u>2,587</u>	<u>0</u>	<u>(2,587)</u>			
Movement to/(from) Gen Reserve	<u>2,587</u>	<u>0</u>	<u>(2,587)</u>			

Horden Recreation Ground Invoices for Payment -October 2025

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Beaumont Brown Architects	08.10.2025	Drawings, Building Application & Approval Covered Stand Football Pitch	£960.00	
Horden Parish Council	21.10.2025	Recharge Pre-Planning Application - Cricket (fully recharged to Cricket Club)	£120.00	TRF 21/10/25
Horden Parish Council	21.10.2025	Recharge Eurogarden - Daffodil Bulbs	£231.60	TRF 21/10/25
Premier Tree Services	30.09.2025	2 x Loads Woodchip	£70.00	
Geo Robinson & Son	31.09.2025	Battery Charger, WD40, Grease, Tape, Pegs & Gloves	£83.40	
Select Telecom Limited	30.09.2025	Fibre Broadband - October 2025	£47.40	D/D
SSE	07.10.2025	Welfare Ground Electricity 01/09/2025-30/09/2025 (Fully recharged to HCWFC)	£427.97	D/D
SSE	08.10.2025	No2 Floodlights 01/07/2025 - 31/07/2025	£30.86	CREDIT
SSE	08.10.2025	No2 Floodlights 01/08/2025 - 31/08/2025	£41.41	CREDIT
SSE	13.10.2025	Cricket Pavilion Electricity 01/09/25 - 30/09/25 (fully recharged to Cricket Club Team)	£107.67	D/D
SSE	13.10.2025	Works Building Electricity 01/09/25 - 30/09/25 (recharged £129.43 to Heritage Tearooms)	£288.61	D/D
Thinford Nurseries Ltd	08.10.2025	Summer Bedding	£2,088.00	
Veolia	30.09.2025	Trade Waste September 2025	£249.98	D/D
Wex	06.10.2025	Equipment Fuel & Monthly Card Fee	£111.97	D/D
Wex	13.10.2025	Equipment Fuel	£111.31	D/D
OTHER PAYMENTS				
Wave	13.10.2025	Water - Horden Heritage Centre 13/07/25-12/10/25 (full recharge to Heritage Tearooms)	£211.32	D/D
		Horden Recreation Ground OCTOBER 2025 TOTAL	£5,036.96	

HORDEN RECREATION GROUND

BUDGET REQUIREMENTS 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 Trustee 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 Trustee should consider its proposals for income generation and the level of grant request to be made to Horden Parish Council.
- 2. Recommendation** - Trustee 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 December meeting of the Trustee Committee.

Samantha J Shippen FCG, FSLCC, CMC

Clerk to the Council

October 2025.