

# Horden Parish Council

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

27 February 2026

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 5 March 2026 at 6:00pm.

## **HORDEN PARISH COUNCIL ORDER OF BUSINESS** **Meeting to be held 5 March 2026**

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 February 2026 (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. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
6. **Damage and Incident Report (enclosed)** – to consider the report.
7. **Cemetery Burial and Income Report 26/01/26 – 22/02/26 (enclosed)** – to receive the information.
8. **Outdoor Team Manager Report** – to consider the report.
9. **County Councillor Update** – to receive the information.
10. **Cash Withdrawals and Debit Card Transactions to February 2026 (enclosed)** – to approve report.
11. **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. **2025/26 Review of Effective Internal Controls** - to consider for approval
15. **Risk Management Review**
  - a) **Strategic** - to consider for approval
  - b) **Financial** - to consider for approval
16. **Ensemble '84** – to consider request.
17. **CDALC AGM** – to consider and instructions to delegates.
18. **National Association of Councillors**
  - a) **NAC Conference** – to consider attendance.
  - b) **NAC Meetings 2026** – to receive the information.



Samantha Shippen  
Clerk to the Council  
27 February 2026

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

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 5 February 2026**

- Present:** Councillor F Leadbitter (Chairman)  
 Councillors C Armstrong, T Baldersera, D Bellingham, P Laing, W Morrow, D Tait, T Usher, J Ward,  
 G Wetherell, L Williams and F Winrow.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
- HPC25/26/197** **Apologies for Absence.**  
**RESOLVED:** Apologies be **APPROVED** for Councillor R Bagnall, C Cain and C Robson.
- HPC25/26/198** **Declarations of Interest.**  
 No declarations of interest were made.
- HPC25/26/199** **Minutes of the Horden Parish Council Meeting held 15 January 2026.**  
**RESOLVED:** The minutes were confirmed as a true and accurate record and signed by the  
 Chairman.
- HPC25/26/200** **Public Participation.**  
 No members of the Public were present
- HPC25/26/201** **Register of Delegated Decisions.**  
 There were no delegated decisions to report.
- HPC25/26/202** **Damage and Incident Report.**  
**RESOLVED:** Council **NOTE** the report.
- HPC25/26/203** **Cemetery Burial and Income Report 25/12/25 – 25/01/26.**  
**RESOLVED:** Council **NOTE** the report.
- HPC25/26/204** **Parish Council Financial**  
**a) Bank Balances.**  
**RESOLVED:** Council **RECEIVE** the information.
- HPC25/26/205** **b) Finance Report.**  
**RESOLVED:** Council **RECEIVE** the information.
- HPC25/26/206** **Cash Withdrawals and Debit Card Transactions to January 2026.**  
 There were no cash withdrawals and debit card transactions to report.
- HPC25/26/207** **Petty Cash report to 31<sup>st</sup> December 2025.**  
**RESOLVED:** Council **APPROVE** the report.
- HPC25/26/208** **Bank Transfers.**  
 No bank transfers were requested.
- HPC25/26/209** **Invoices for endorsement for payment.**  
**RESOLVED:** Council **ENDORSE** payment of the attached schedule of invoices plus additional  
 schedule totalling £47,274.70 Councillors F Leadbitter and W Morrow to authorise.
- HPC25/26/210** **Members/Officers Allowances.**  
 There were no allowances claimed.
- HPC25/26/211** **Energy Renewal Contracts**  
**RESOLVED:** Council **APPROVE** contract with supplier 1, which is Charities Buying Group using  
 Scottish Power.

**Training Opportunities.****HPC25/26/212 County Training Partnership.**

**RESOLVED:** Council to **ADVISE** the Clerk if they would like to attend any courses.

**HPC25/26/213 SLCC Regional Training Seminar.**

**RESOLVED:** Council to **ADVISE** the Clerk if they would like to attend any courses.

**HPC25/26/214 Horden Mine Water Steering Group**

**RESOLVED:** Council **AGREE** to appoint Councillor J Ward as Parish representative.

**HPC25/26/215 DCC Consultation – Peterlee Strategic Place Plan.**

**RESOLVED:** Council **ADVISE** the Clerk to write to Chief Executive of Durham County Council for greater involvement in the consultation.

**HPC25/26/216 Lord Lieutenant Book.**

**RESOLVED:** Council **ADVISE** the Clerk to provide a written message of gratitude.

*Meeting concluded at 6:45pm*

**Horden Parish Council Invoices for Payment January 2026**

<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Co-operative Bank	02.02.2026	BACS/FD Online Fees - January 2026	£74.08	D/D
Corona Energy	04.02.2026	Memorial Park Electricity 01/01/26 - 31/01/26	£26.76	D/D
Corona Energy	04.02.2026	Sunderland Road Pavilion Electricity 01/01/26 - 31/01/26	£199.28	D/D
County Durham & Cleveland County Training Partnership	12.01.2026	Introduction to Planning Training - CJ & TU	£40.00	BACS
Culligan (UK) Limited	15.01.2026	Water Cooler Rental & Service - January 2026	£34.20	D/D
Document Solutions UK Ltd	30.01.2026	Photocopying Fees January 2026	£42.00	D/D
E-on Next	03.02.2026	Gas SWC 05/01/2026-01/02/2026	£1,178.22	D/D
E-on Next	03.02.2026	Electricity Cemetery 01/01/2026-31/01/2026	£44.78	D/D
Horden Recreation Ground	21.01.2026	Recharge Pick Up Fuel	£39.48	TRF 29.01.26
ITC Service Limited	31.01.2026	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - February	£448.56	D/D
Microshade Business Consultants Ltd	01.01.2026	Hosted Application Service - Rialtas - January 26	£215.76	BACS
MKM B S (Peterlee) Ltd	27.01.2026	2xPly Boards & 12xFencing Boards-Cemetery	£110.12	BACS
Octopus Energy	22.01.2026	Welfare House Gas & Electricity 29/12/25 - 21/01/26	£47.43	D/D
Octopus Energy	22.01.2026	Cemetery Lodge Gas & Electricity 30/12/25 - 21/01/26	£27.39	D/D
Octopus Energy	02.02.2026	Cemetery Lodge Gas 22/01/2026 - 01/02/2026	£37.05	D/D
Stephen Ragg	07.01.2026	Internal Audit 2025/2026	£3,850.00	BACS
Geo Robinson & Son	31.01.2026	Spirit Level, Electricians Tape, Paint, Duct Tape, Tie Wraps, Nuts & Bolts	£39.53	BACS
WM Scott & Sons (Sculptors) Limited	02.02.2026	50% Memorial Stone for Teddy Bear Memorial	£485.00	BACS
Scottish Power	04.02.2026	SWC Electricity 08/01/2026 - 04/02/2026	£797.59	D/D
Thinford Nurseries Ltd	28.01.2026	Winter Bedding	£759.60	BACS
Vodafone	20.01.2026	Mobiles - January 2026	£43.60	D/D
Wex	25.01.2026	Vehicle Trackers	£14.40	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	08.01.2026	Wages Week 40	£5,422.90	BACS
Co-op Bank	15.01.2026	Wages Week 41	£5,321.61	BACS
Co-op Bank	22.01.2026	Wages Week 42	£5,320.58	BACS
Co-op Bank	29.01.2026	Wages Week 43	£5,308.69	BACS
Durham County Council	02.02.2026	Superannuation Weeks 40 - 44	£8,470.74	BACS
HMRC	02.02.2026	PAYE Weeks 40 - 44	£8,533.06	BACS
Durham County Council	02.02.2026	Attachment Weeks 40 - 44	£342.29	BACS
		<b>Horden Parish Council JANUARY 2026 TOTAL</b>	<b>£47,274.70</b>	

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 24+25 JAN TIME UNKNOWN
Location: SUNDEALAND ROAD
Damage Found (please give as much detail as possible)
WHILE DOING A LITTER PICK UP I
NOTICED THAT A BIG PATCH OF GRASS HAD
BEEN DAMAGED BY OFF ROAD BIKES OR ELECTRIC
BIKES SO REPORTED TO MANAGER.

Completed by: ALLAN ROBERTS Date: 26-1-26

Police Notified: YES/NO Officer dealing:

Time Police notified: 10-06 AM

Remedial Action Taken: LET MANAGER KNOW, RANG POLICE BUT GOT NO INCIDENT NO REPORTED BY S. SHIPPEN - 2/2/26. 0210

**OFFICE USE:**

Has available CCTV been checked: YES/NO N/A

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 (NO)

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

Completed by: S SHIPPEN Date: 2/2/26

Date received by Parish Council Office: 2/2/26

8

Thorpe Road Cemetery Report 26th January 2026 to 22nd February 2026

<b>INTERMENT (inc. Ashes)</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
D732A	FULL BURIAL	NO	£1,205.00
K133	FULL BURIAL	YES	£340.00
G676	ASHES	YES	£227.00
M16	FULL BURIAL	NO	£1,205.00
GARDEN C 35	AHSES	YES	£227.00
P53	ASHES	YES	£227.00
G368	FULL BURIAL	YES	£340.00
GARDEN D 80	ASHES	YES	£227.00
G465	ASHES	NO	£803.00
		<b>TOTAL</b>	<b>£4,801.00</b>

<b>PURCHASE OF PLOT - EXCLUSIVE RIGHT</b>			
<b>PLOT</b>	<b>DETAIL</b>		<b>FEE</b>
P53	TRANSFER	YES	£88.00
GARDEN D 80	NEW PURCHASE	YES	£227.00
G465	NEW PURCHASE	NO	£1,205.00
		<b>TOTAL</b>	<b>£1,520.00</b>

<b>SUPPLY OF IMMOVABLE MEMORIAL</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
T18	NEW STONE	YES	£113.00
GARDEN D 72	NEW STONE	YES	£113.00
N100	ADD INSCRIPTION	YES	£72.00
		<b>TOTAL</b>	<b>£113.00</b>

<b>SUPPLY OF MEMORIAL PLAQUE</b>			<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>

<b>MISCELLANEOUS</b>			<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>
		<b>TOTAL INCOME</b>	<b>£6,434.00</b>

**Horden Parish Council  
Outdoor Team Manager Report**

**1. Background.**

This monthly report is to provide the council with a program of works, which were carried out in the Parks and Facilities over the period of 6<sup>th</sup> February 2026 to 26<sup>th</sup> February 2026.

**2. Parks and Facilities update.**

**2.1 Sunderland Road playing fields**

- Cut as required.
- Rolled and spiked the two pitches with the sliter.
- Pitches are marked out prior to games.
- All surrounding areas cut and strimmed when required.
- Changing rooms cleaned after games in preparation for next use.
- We have had to call a few games off because of the wet season.
- Regular litter picking programme.

**2.2 Play Areas**

- Inspections are carried out every week.
- Also, regular checks for litter

**2.3 Memorial Park**

- The grassed area in the park is cut and strimmed when required. Usually once per month during the height of winter, as the weather warms up it gets cut every two weeks.
- The park is opened every morning by a member of staff, with litter picking every day.

**2.4 Cemetery**

- This month the weather has been terrible, and it has caused quite a few problems with the water, along the Eastern side of the cemetery particularly C.K.M.N.L sections.
- As the weather has dried up with have managed to cut three quarters of the cemetery.
- At this time of year, you can be caught out by the grass growing quickly. Therefore, we are hoping to have a head start with the cutting. Before you know it, spring is upon us.

We are currently two staff members short compared to this time last year with sickness etc.

**3. Recommendation.**

The Council is recommended to note this report.

John Peace  
Outdoor Team Manager  
February 2026

Horden Parish Council 10

26 Feb 2026

County Councillor Report

1. Full Council

Full Council on 18 Feb 26 revolved around the setting of the council budget. The Cabinet motion was passed for a social care precept of 1.99% only. This is the lowest council tax rise in the North East.

2. Local Matters

Parking continues to be a concern and although these are taken up by Parking Services and are dealt with in conjunction with DCC officers and enforcement teams. The Chair of the Horden Residents Association has decided to stand down on retirement and it was decided that the meetings would still go ahead without a chair until a volunteer can be found as Parish Council members are unable to take up this position. The sudden death in 7<sup>th</sup> street again placed Horden at the top of the news agenda but after close liaison with the police dealing with the incident it was advised that they were not looking for anyone else in relation to this matter. This was reassuring as we work closely on making our village is safe and rumours of a stabbing was not helpful. Liaison with police has resulted in agreement to fund an additional drone for the use in Horden, Peterlee and Blackhall.

3. Issues from Residents

A number of noise complaints have been received and Service requests have been made through Member Services. In addition, statutory nuisance regarding smoke from a wood burner is being looked into, again this has been put through Member Services.

4. Media Matters

The media visited Horden as part of an East Durham Special and the interview conducted with the BBC in Nov was also released. This was not in conjunction with the JR that has been launched in opposition of the Masterplan. Work is continuing with the Planning and Development Dept while these objections are addressed in the background. It has been articulated many times, but for Parish Council purposes, this development is reliant on the £10.7m and this is for redevelopment not renovation.

*(Electronically Signed)*

Cllr Dawn Bellingham  
Horden and Dene House

**Cash Withdrawals & Debit Card Transactions:**

17/02/2026 – Paperstone Limited – Storage Bags – CJ - £13.38

**TOTAL £13.38**

**Horden Parish Council Invoices for Payment February 2026**

<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Amazon	20.02.2026	Cleaning Supplies - SWC	£245.89	BACS
Amazon	23.02.2026	Z Fold Hand Towels - SWC	£36.94	BACS
Culligan (UK) Limited	15.02.2026	Water Cooler Rental & Service - February 2026	£34.20	D/D
Durham County Council	19.02.2026	Additional Council Tax Fee - Cemetery Lodge	£302.64	D/D
DWP Joinery Services	25.02.2026	Vermin Control	£50.00	BACS
Magnum Cleaning Services	20.02.2026	Window Cleaning - SWC	£45.00	BACS
Microshade Ltd	01.02.2026	Hosted Application Service - Rialtas - February 26	£215.76	BACS
MKM B S (Peterlee) Limited	04.02.2026	Sand and Gravel	£334.93	BACS
Octopus Energy	18.02.2026	Welfare House Gas & Electricity 22/01/26 - 17/02/26	£36.06	D/D
Octopus Energy	18.02.2026	Cemetery Lodge Gas & Electricity 02/02/26 - 17/02/26	£38.28	D/D
Select Telecom Limited	31.01.2026	Admin Phone Lines/Calls/Internet - February 26	£161.26	D/D
SLCC Enterprises Limited	20.02.2026	ILCA - BH	£168.00	BACS
SLCC Enterprises Limited	20.02.2026	First Time Managers - BH	£210.60	BACS
SLCC Enterprises Limited	20.02.2026	Reginal Training Seminar - CJ	£162.00	BACS
SLCC Enterprises Limited	20.02.2026	Reginal Training Seminar - SS	£66.00	BACS
SLCC Enterprises Limited	20.02.2026	Membership Fee - SS	£406.00	BACS
TJ's Heating & Home Improvements	15.02.2026	Supply & Fit Fuse Boxes to Two Heaters & Restore Connection to Two Sockets	£240.00	BACS
Vodafone	20.02.2026	Mobile Phones	£43.60	D/D
VP Plc	10.02.2026	Shoring	£961.08	BACS
Wex	16.02.2026	Vehicle Fuel - Iveco Pick Up	£29.58	D/D
Wex	23.02.2026	Equipment Fuel	£83.86	D/D
Wex	22.02.2026	Vehicle Trackers	£14.40	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	05.02.2026	Wages Week 44	£5,321.80	BACS
Co-op Bank	12.02.2026	Wages Week 45	£5,321.60	BACS
Co-op Bank	19.02.2026	Wages Week 46	£5,320.81	BACS
Co-op Bank	26.02.2026	Wages Week 47	£5,311.60	BACS
		<b>Horden Parish Council FEBRUARY 2026 TOTAL</b>	<b>£25,161.89</b>	

## 2025/26 Review of the Effectiveness of Internal Control

### 1. Background

- 1.1 The Accounts & Audit Regulations 2015 regulation 6 requires smaller authorities, which includes parish councils, to conduct a review of the effectiveness of the system of internal control.
- 1.2 The Council is required to be in a position to make a positive response to the statement “We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness” Assertion 2 in the Annual Governance Statement in the Annual Governance and Accountability Return (AGAR) which forms part of the external audit.
- 1.3 The Smaller Authorities’ Proper Practices Panel (SAPPP) Practitioners Guide is the guide to “proper practices” and states that to warrant a positive response to the statement the council requires a number of processes to be in place and effective. The March 2025 publication is the one relevant to the 2025/26 audit year, this has been used in compiling this report.
- 1.4 The processes contained therein have been reviewed and comments in italics and bold below in the report.

### 2. Processes Reviewed

- 2.1 **Standing Orders and Financial Regulations.** The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.  
***A new Model Financial Regulations was issued by NALC in March 2025. Officers undertook a full review of the new model against the Council’s previously approved Financial Regulations, these were presented to, reviewed and adopted by Council on 15<sup>th</sup> May 2025 (minute number HPC25/26/010). Standing Orders were last reviewed and adopted in May 2025 (minute number HPC25/26/009).***
  - 2.1.1 **Model Versions of Standing Orders and Financial Regulations** are provided by NALC. Authorities should ensure that they are working from the latest model and that it has been appropriately adapted for their size and requirements. This should be reviewed and minuted annually.  
***Model Standing Orders were last revised by NALC in 2022, these have been used in the current HPC adopted Standing Orders; new Model Financial Regulations was issued by NALC in March 2025 Officers undertook a full review of the new model against the Council’s previously approved Financial Regulations, these were presented to, reviewed and adopted by Council on 15<sup>th</sup> May 2025 (minute number HPC25/26/010). Standing Orders were last reviewed and adopted on 5<sup>th</sup> June 2025 (minute number HPC25/26/024).***
  - 2.1.2 **Financial Regulations** should include a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms

competent to do the work. Standing Orders will state a higher value above which competitive tenders by sealed bid should be invited.

**Financial Regulation 5 covers amounts; Standing Order 18 reflects contracts over £30,000.**

- 2.1.3 It is the responsibility of authorities to determine their own limits but they should not exceed the model except in the very largest authorities.

**Hornden Parish Council has adjusted the lower limits to fit the Council's operation, but complied with the limits that are based on public procurement regulations.**

- 2.1.4 As far as possible, a fully priced official order should be sent to suppliers in advance of delivery of goods. Official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. Officers and practitioners should keep up to date with VAT Guidance issued by HM Revenue and Customs

**Purchase orders are issued for all but regular items such as utilities and items covered by ongoing contracts such as IT provision. FR5.15 limits the amounts that identified staff can authorise. FR5.19-5.21 cover order arrangements. The Deputy Clerk authorises invoices for payment and would monitor compliance. The Clerk & Deputy Clerk actively undertake CPD including receiving regular updates from the SLCC, NALC and CDALC who would provide guidance on any VAT matters relevant to local councils.**

## **2.2 Safe and Efficient Arrangements to Safeguard Public Money.** Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts.

- 2.2.1 Authorities need to have in place safe and efficient arrangements to safeguard public money.

**Arrangements are covered by Financial Regulations and monitored by the RFO and Internal Auditor. Council has an approved Anti-Fraud and Corruption Policy in place which has been reviewed by the Clerk to the Council and presented for approval to the meeting on 6<sup>th</sup> March 2025.**

- 2.2.2 Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.

**The Council follows the "proper practices" contained in the SAPP Practitioners' Guide and has appointed the Clerk to the Council as RFO. Covered by Financial Regulations and monitored by the RFO and Internal Auditor.**

- 2.2.3 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations.

**Adequately covered and reviewed by Internal Auditor.**

- 2.2.4 Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of the SAPP Practitioners' guide.

**Hornden Parish Council has approved the use of electronic payments. Generally, a list of payments is presented to every meeting of the Council and proposed payments are**

***approved. The Council nominates two councillors who attend the office scrutinise and “sign off” invoices prior to payments being made. In August and exceptional circumstances, due to urgency or to avoid additional charges, payments are made in advance and notification given. Financial Regulation 7 covers electronic payments.***

- 2.2.5 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into ‘pooling’ or ‘sweep’ arrangements whereby the bank periodically aggregates the authority’s various balances via automatic transfers.

***The Council’s main banking is with the Co-operative Bank plc, arrangements were last updated in November 2025. Council approved the establishment of a CCLA Public Sector Deposit Fund 1 September 2022. Sweeping arrangements have been cancelled and transfers are done ad hoc with approval by Council.***

- 2.2.6 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.

***The Council do not have a credit card. The Clerk to the Council and Deputy Clerk have debit cards for the Council’s main bank account. Use is governed under FR9.***

- 2.2.7 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

***Co-operative Bank last reviewed and approved in November 2025; CCLA Public Sector Deposit Fund 1 September 2022.***

- 2.2.8 Risk assessment and internal controls need to focus on the safety of the authority’s assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

***Review completed annually and internal procedures implemented with staff. New staff have been given revised Financial Regulations and training by the Clerk to the Council, they are also given regular reports.***

- 2.2.9 **Accounts for payment** - The payments process should always be carried out in accordance with the authority’s Financial Regulations. All payments made since the last meeting should be reported to the next authority meeting. Members should never sign blank cheques or authorise funds transfers which are presented to them unsupported by the appropriate documentation.

***All accounts for payment are presented to each Council meeting with the method of payment identified. Proposed payments are approved, Council nominates two councillors who attend the office scrutinise and “sign off” invoices prior to payments being made. In August and exceptional circumstances, due to urgency or to avoid additional charges, payments are made in advance and notification given. Financial Regulation 7 covers electronic payments.***

- 2.2.10 **Petty cash** should be kept to a minimum and should not be used when a traceable payment method is available. Complete records of the receipts and payments should be maintained including VAT analysis, and regular reconciliation performed, and reported at each authority meeting.

***Petty cash is limited to £100. Council agreed periodic reporting. Only 19 transactions have been undertaken from 1.4.25 – 26.2.26 therefore six monthly reporting is considered adequate, rather than monthly.***

2.2.11 Where a credit note or refund is issued to a customer or received from a supplier, the two amounts may be “netted off” to reduce the value of the original budget line (for example hall hire or equipment repairs). This ‘netting off’ only applies to accounts prepared using the income and expenditure method and not the receipts and payments method. The principle is, that in Receipts and Payments reporting, all transactions through Bank/Cash are reportable gross. Set off would only be appropriate where it occurs at the same time as original settlement, thereby only resulting in one Bank/Cash transaction for recording. Refunds received/paid after initial settlement always result in a second Bank/Cash transaction and thus should not be set off. Where a refund is received from a third party (for example as part of an insurance claim) the transactions are not linked and may not be “netted off”.

***Netting off does not happen, all transactions are processed, although they will be allocated to the relevant budget cost code budget line.***

2.2.12 Effective debt collection is an essential part of proper financial management. Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.

***No long term debts are outstanding. FR13 covers income and is reviewed by internal audit.***

2.2.13 Irrecoverable debts should be written off, after full consideration of the possibilities for, and the likely costs of, pursuing the debt. Uncollectable amounts, including bad debts, should only be written off with the approval of members, or under delegated authority, by the RFO. The approval should be shown in the accounting records

***No bad debts in 2025/26. FR13.3 covers process.***

## 2.3 Employment.

2.3.1 The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.

***Remuneration payable to employees in 2025/26 reviewed by Personnel Committee in November 2024 prior to budget preparation and approval by Council. Back pay for the pay settlement approved by the Personnel Committee in August 2025. Payments of salaries and wages covered by Financial Regulations (FR11) and monitored by RFO and Internal Auditor. Employees have access to the Local Government Pensions Scheme and has met its obligations in relation to Pension Reform and Automatic Enrolment, renewed in February 2025, next due February 2028.***

2.3.2 Authorities are, by definition, employers. The clerk of any Local Council is always an employee if they are remunerated for the role. Authorities are required to be registered with HMRC.

***Clerk is an employee, Council is registered with HMRC.***

2.3.3 Authorities should pay particular attention to situations where contractors are engaged to carry out the authority’s services. Occasions may arise when contractors cease to be self-employed and become employees for tax purposes.

***No contractors engaged who should be employed.***

- 2.3.4 All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity guarantee insurance. All cover should be risk-based and kept under constant review to make sure it adequately reflects changes in circumstances.

***Insurance effected with Zurich Municipal policy number YLL-272007-2033 including Employers' Liability with a limit of £10m; fidelity guarantee of £1m. Fidelity insurance should be kept under review to take account of balances which at their highest were £1,255,950.29 however CCLA account held majority balance and can only be transferred to nominated bank account; and limitations on bank weekly authorisation exist.***

- 2.3.5 Authorities should have regard to guidance on employment matters issued jointly by NALC and SLCC.

***A new Model Contract of Employment for Clerks was issued in 2024 which should be used in future employment. New employment policy template documents have been issued by NALC in 2024 which have been reviewed for consideration by the Personnel Committee in September 2025. The Clerk to the Council is a member of the SLCC with subscription paid by the Council.***

- 2.4 **VAT.** The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

- 2.4.1 This can be a complex area and authorities are advised to refer to guidance issued by HMRC.

***Both the Clerk to the Council/RFO and Deputy Clerk are familiar with VAT in the everyday operation of the Council; a sector specific book Town and Parish Councils VAT Guide by Richard Strevens published by PS Tax (SLCC specialist VAT Adviser) is available in the office. Any unusual activity would be researched prior to implementation.***

- 2.4.2 Those authorities which are VAT registered, submitting quarterly returns, are, from April 2022, included within the MTD regulations. It would be expected that all such authorities are using HMRC compliant software to prepare their returns.

***The MTD add on has been purchased for the finance software. The Deputy Clerk has submitted the quarterly VAT Returns in a timely manner and complied with Making Tax Digital. Processes checked by Internal Auditor.***

- 2.4.3 Authorities carrying out building projects or managing income generating properties need to ensure that they seek up to date advice about Opting to Tax and Partial Exemption each time they undertake a project.

***Any activity would be researched prior to implementation of projects.***

## 2.5 **Fixed Assets and Equipment.**

- 2.5.1 The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

***Asset Management Policy and Procedure was reviewed in March 2025. Asset management software in use. Some items on the software are below the threshold in the policy, this is predominantly due to being community assets with £1 value or longer held items; these will be reviewed in annual review. Council approve asset registers annually. Processes checked by Internal Auditor.***

2.5.2 An asset register is the starting point for any system of financial control over tangible assets as it:

- facilitates the effective physical control over assets
- provides the information that enables the authority to make the most cost-effective use of its capital resources
- supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
- forms a record of assets held for insurance purposes.

**Asset management software in use which links to the AGAR. Insurance reviewed annually. Council approve asset registers annually. Processes checked by Internal Auditor.**

2.5.2 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

**The below screenshot shows the possible information which can be held on the Asset Management Software, information is reviewed and updated upon acquisition/disposal or annually as required.**

The screenshot displays a software window titled "Asset [SMP Safe (Admin cupboard)]". The interface is divided into several sections:

- Asset Information:** Includes fields for Code (ADM001), Description (SMP Safe (Admin cupboard)), Serial No, and Notes. There is a "Photo..." button next to the Code field.
- Location and Supplier:** Includes dropdown menus for Ward/Village, Location (Admin), and Group (Fixtures & Fittings). It also has a field for GPS Coordinates and a Supplier section with Code (LOCKWISE) and Name (Lockwise).
- Costs:** Includes fields for Original Cost (541.00), Current Value (541.00), Rev Gain/Deficit (0.00), Grant Funding (0.00), and Last Valuation Date. There are buttons for "Revalue..." and "History...".
- Insurance:** Includes fields for Value (1,000.00), Next Inspection, and a Category dropdown (SWC Contents (a)).
- Acquisition/Disposal:** Includes fields for Acquisition Date (31/03/2000), Disposal Value, and Disposal Date. There is a checkbox for "Asset Disposed" and a "Disposal Comments" text area.
- Replacement:** Includes fields for Cost (0.00) and Due.

At the bottom of the window, there are "Save", "Cancel", and "Finish" buttons.

2.5.3 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

**The Council's Asset Management Policy (5) states "Assets which cost more than £100, except when their useful life is less than 12 months, should be added to the Council's Asset Register". Most of the insurable assets have a policy excess of £250. No annual review has been undertaken, this requires attention.**

- 2.5.4 One item or group of similar items shall be regarded for inclusion in the fixed asset register.  
***Some items, such as office furniture, tables and chairs have been grouped, these will be reviewed to ensure consistency.***
- 2.5.5 Assets should be first recorded in the asset register at their actual purchase cost.  
***The majority of assets are registered at their original cost, where assets were transferred at nil cost or cost was unknown such as land held, this is recorded as a community asset with value of £1.***
- 2.5.6 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.  
***Not applicable at this time.***
- 2.5.7 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.  
***The Council's Asset Management Policy (5) covers disposal. Forms are completed by the relevant service manager; the software records disposals.***
- 2.5.8 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.  
***Where assets were transferred at nil cost or cost was unknown such as land held, this is recorded as a community asset with value of £1.***
- 2.5.9 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.  
***No assets currently listed under this criteria.***
- 2.5.10 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register  
***Asset Management Policy and Procedure was reviewed in March 2025. A revised section has been added to 4 to cover valuation levels. Following adoption, a review will be carried out. A separate inventory may be kept of items below the asset register values.***
- 2.5.11 SAPP guidance states "the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced".  
***This approach is applied by the Council.***
- 2.5.12 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.  
***Depreciation and other adjustments are not applied.***

2.5.13 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

***The value of assets is recorded in line 9 of the AGAR using the Council's asset software to fully explain changes in the register.***

2.6 **Loans and Long Term Liabilities.** Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities. Long-term loans will normally be associated with capital projects and these require borrowing approval before they can be arranged. For local councils, this is obtained by applying to the DMO through their county association

***Covered by Financial Regulation 12. No new loans taken out in 2025/26.***

2.7 **Review of effectiveness.** Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.

***The purpose of this report is to comply for 2025/26.***

### **3. Recommendation**

The Council is recommended to **CONSIDER** the matters covered in the report and **APPROVE** the effectiveness of the review of internal control for the 2025/26 financial year.

<b>HORDEN PARISH COUNCIL STRATEGIC RISK REGISTER</b>						
<b>February 2026</b>						
<b>GREEN AREA DENOTES APPETITE TO RISK</b>						
<b>IMPACT</b>	CRITICAL	1	4, 6	7	3	
	MAJOR		4, 6			
	MODERATE		5			
	MINOR			2		
	INSIGNIFICANT					
		REMOTE ( < 11%)	UNLIKELY (11 – 30%)	POSSIBLE (31 – 60%)	PROBABLE (61 – 80%)	HIGHLY PROBABLE (> 80%)
<b>LIKELIHOOD OF RISK OCCURRING</b>						



Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
1. Legal powers exceeded.	<ul style="list-style-type: none"> <li>Lack of knowledge of regulations and codes.</li> <li>Resolutions made outside of Council statutory provisions and powers.</li> <li>Illegal activity or payment.</li> </ul>	<ul style="list-style-type: none"> <li>Legal action or challenge.</li> <li>Reputational Damage.</li> <li>Financial Damage.</li> </ul>	<ul style="list-style-type: none"> <li>Members have copies of Standing Orders, Financial Regulations and Code of Conduct.</li> <li>Training is available to all Members, regular circulation.</li> <li>Council subscribe to, and utilise, advisory services.</li> <li>Annual review of Governing documents.</li> <li>Minutes record decisions in sufficient detail to ensure compliance.</li> <li>GPoC adopted – eligible to May 2029</li> </ul>	Critical	Remote		ToRs/Scheme of Delegations reviewed May 2025.  Standing Orders June 2025  Financial Regulations May 2025.  GPOC May 2025

**Agenda Item 15a**

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
2. To identify and regularly review council priorities.	<ul style="list-style-type: none"> <li>Lack of effective lines of communication with Council and residents.</li> </ul>	<ul style="list-style-type: none"> <li>Reputational Damage.</li> <li>Financial Loss.</li> </ul>	<ul style="list-style-type: none"> <li>Asset priorities identified</li> </ul>	Minor	Possible	<ul style="list-style-type: none"> <li>Strategic Plan – staff and Members to contribute.</li> </ul>	Council to determine priorities via Strategic Plan.
3. Staff	<ul style="list-style-type: none"> <li>Loss of staff.</li> <li>Long-term staff absences.</li> </ul>	<ul style="list-style-type: none"> <li>Inability to meet statutory duties.</li> <li>Reputational damage.</li> <li>Financial Loss.</li> </ul>	<ul style="list-style-type: none"> <li>Employee Forum established September 2021.</li> <li>Appraisal/development process in place.</li> </ul>	Critical	Probable		<ul style="list-style-type: none"> <li>Staff training needs identified.</li> <li>One-to-ones with Line Manager.</li> <li>HR policy review. Sept 2025</li> </ul>
4. Council Records – Paper and Electronic	<ul style="list-style-type: none"> <li>Loss through theft, fire, flood or other damage</li> </ul>	<ul style="list-style-type: none"> <li>Inability to meet statutory duties.</li> <li>Legal challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes pre-2011 are scanned and stored at Archive Office.</li> <li>Document Retention Policy in place.</li> <li>Digitalisation of cemetery records in progress.</li> <li>Document safe now in Council Office.</li> <li>Documents backed up on MS Cloud.</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>Deeds and important documents to be scanned and stored digitally.</li> </ul>	
5. Freedom of Information, Data Protection.	<ul style="list-style-type: none"> <li>Non-compliance with Acts</li> </ul>	<ul style="list-style-type: none"> <li>Reputational risk.</li> <li>Legal challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Registration with ICO.</li> <li>Publication Scheme in place.</li> <li>Members have Council email addresses.</li> <li>Rights of inspection adhered to.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>Policy reviews ongoing</li> <li>Staff and Councillor training.</li> </ul>	<ul style="list-style-type: none"> <li>Policy reviews ongoing</li> </ul>

**Agenda Item 15a**

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/comments since last update
6. Governance Arrangements	<ul style="list-style-type: none"> <li>• Non-compliance with statutory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>•Reputational risk.</li> <li>•Legal challenge.</li> <li>•Inability to meet statutory duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Governance Documents in place.</li> <li>• Transparency Code followed.</li> <li>• Publication Scheme in place.</li> <li>• Code of Conduct – Members registers in place.</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>• Policies and procedures under review regularly.</li> </ul>	Policies and procedures under review.
7. Risk Management	<ul style="list-style-type: none"> <li>• Lack of knowledge of regulations and codes.</li> <li>• Outdated/not fit-for purpose policies and procedures.</li> <li>• Changes to legislation.</li> </ul>	<ul style="list-style-type: none"> <li>•Legal action or challenge.</li> <li>•Reputational Damage.</li> <li>•Financial Damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies in place.</li> <li>• Insurance policies in place.</li> <li>• Public Liability limit of indemnity set at £15,000,000.</li> <li>• Play equipment inspected daily/weekly with an annual inspection carried out by external contractor Play Safety (ROSPA).</li> </ul>	Critical	Possible	<ul style="list-style-type: none"> <li>• Existing policies and procedures, including Health and Safety, being reviewed regularly Health and Safety Policy Needs renewing.</li> </ul>	Policies and procedures under review.

<b>HORDEN PARISH COUNCIL FINANCIAL NET RISK REGISTER</b>						
<b>February 2026 V.1</b>						
<b>GREEN AREA DENOTES APPETITE TO RISK</b>						
<b>IMPACT</b>	CRITICAL	<b>1</b>	<b>2</b>			<b>8</b>
	MAJOR	<b>14</b>				
	MODERATE	<b>12, 15</b>	<b>4, 13</b>		<b>3, 10, 11</b>	
	MINOR	<b>5</b>			<b>9</b>	
	INSIGNIFICANT	<b>6, 7</b>				
		REMOTE (< 11%)	UNLIKELY (11 – 30%)	POSSIBLE (31 – 60%)	PROBABLE (61 – 80%)	HIGHLY PROBABLE (> 80%)
<b>LIKELIHOOD OF RISK OCCURRING</b>						



Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
1. Insurance	<ul style="list-style-type: none"> <li>• Inadequate Cover.</li> <li>• Fidelity Guarantee.</li> <li>• Public Liability.</li> <li>• Personal Accident.</li> <li>• Physical Assets.</li> <li>• Cost.</li> <li>• Compliance.</li> <li>• Employers Liability.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal action or challenge.</li> <li>• Reputational damage.</li> <li>• Financial Strain.</li> <li>• Reputational Damage.</li> </ul>	<ul style="list-style-type: none"> <li>• An annual review is undertaken prior to the renewal of insurance policy to ensure adequate cover.</li> <li>• Council review and approve schedule annually.</li> <li>• Public Liability limit of indemnity set at £15,000,000.</li> <li>• Play equipment and premises inspected daily/weekly with an annual inspection carried out by external contractor Play Safety.</li> <li>• Long term agreement with Zurich ends 17 June 2027.</li> </ul>	Critical	Remote		
2. Precept	<ul style="list-style-type: none"> <li>• Lack of knowledge of budgetary process and council regulations.</li> <li>• Lack of commitment to budgetary process.</li> <li>• Inadequate operational budgets.</li> <li>• Budget overspends.</li> <li>• Inadequate internal control.</li> <li>• Inadequate reserves.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Key services can no longer be delivered.</li> <li>• The Council do not have sufficient contingency for any unexpected or emergency expenditure.</li> <li>• The Council may need to make unnecessary borrowing.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of RFO (Section 151, Local Government Act 1972)</li> <li>• Income and Expenditure monitored monthly by Officers with Quarterly Reports to Council.</li> <li>• Internal Audit controls.</li> <li>• Regular reserve balance monitoring.</li> <li>• Management of the General Reserve balance in accordance with Council Policy.</li> </ul>	Critical	Unlikely	<ul style="list-style-type: none"> <li>• Avoidance of overspends by adhering to agreed budget priorities and regular review</li> </ul>	

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
3. Assets	<ul style="list-style-type: none"> <li>Asset register not adequately managed.</li> <li>Poor maintenance.</li> <li>Security/vulnerability of buildings or equipment.</li> <li>Misuse of assets.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Personal injury.</li> <li>Disruption to service delivery.</li> <li>Service fails to maintain existing status under inspection regimes.</li> <li>Asset registers are inaccurate.</li> <li>Inadequate Insurance levels.</li> <li>Qualified Audit.</li> </ul>	<ul style="list-style-type: none"> <li>Asset Registers are updated upon acquisition and disposal of assets.</li> <li>Asset Registers are reviewed and approved by Council annually.</li> <li>Council has an approved Asset Management Policy &amp; Procedure for tangible assets.</li> <li>CCTV.</li> <li>Buildings secured with shutters and alarm systems.</li> <li>Vehicle trackers.</li> <li>Assets sign/in out forms in place.</li> <li>Insurance reviews/updates.</li> </ul>	Moderate	Probable	<ul style="list-style-type: none"> <li>Ensure adequate financial resources are prioritised for maintenance and repair of assets as part of the budget setting process.</li> <li>Recruitment of a Projects &amp; Facilities Officer outstanding</li> </ul>	Finance Regulations reviewed May 2025.
4. Financial controls and Records.	<ul style="list-style-type: none"> <li>Lack and knowledge of RFO and other staff.</li> <li>Year-end accounts not prepared, inaccurate or not in accordance with the Accounts and Audit Regulations.</li> <li>Inadequate reporting.</li> <li>Charity funds not managed appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Inability to meet statutory duties.</li> <li>Late or non-submission of annual accounts.</li> <li>Reputational Damage.</li> <li>Intervention or sanctions by regulatory body.</li> <li>Failure to complete VAT Return.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of RFO (Section 151, Local Government Act 1972).</li> <li>Financial Regulations in place.</li> <li>Internal and External Audit.</li> </ul>	Moderate	Unlikely		

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
5. Banking Arrangements, including cash.	<ul style="list-style-type: none"> <li>Inadequate internal processing.</li> <li>Banking arrangements.</li> <li>Loss through theft and dishonesty.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Reputational Damage.</li> <li>Qualified Audit.</li> <li>Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>Split staff duties.</li> <li>Income receipted and banked in accordance with Cash Handling Policy.</li> <li>Bank reconciliation signed off by two Members.</li> <li>Anti-Fraud and Corruption &amp; Whistleblowing Policy in place.</li> <li>Fidelity Guarantee of £1,000,000.</li> <li>Loan repayments are factored into budget.</li> <li>Internal Audit checks.</li> <li>Internet Banking access restricted.</li> <li>Council opened a CCLA Pub Sector Deposit Fund Account.</li> </ul>	Minor	Remote		

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
<p>6. Staff salaries and expenses and Members Participation and Travel Allowances.</p>	<ul style="list-style-type: none"> <li>• Lack of payroll knowledge.</li> <li>• Payments made in error.</li> <li>• Incorrect PAYE, NI and Pension Deductions.</li> <li>• Non-compliance of Automatic Enrolment.</li> <li>• Late payments to HMRC and fines issued.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Inability to meet statutory duties.</li> <li>• Qualified Audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Computerised payroll software calculates salaries, NI, Tax and Pension Contributions.</li> <li>• Recovery of staff overpayments factored into contracts of employment.</li> <li>• Wage increases via NJC pay scales.</li> <li>• Approved Members Allowance Scheme.</li> <li>• Members Participation/Officer allowances approved by Council.</li> <li>• Internal Audit checks.</li> <li>• Administration &amp; Finance Officer trained in payroll knowledge</li> <li>• Members Scheme Allowance Policy reviewed.</li> </ul>	<p>Insignificant</p>	<p>Remote</p>		<p>Review of staffing structure by Personnel Committee.</p> <p>Approval of Payroll provider.</p>
<p>7. Grants – payable and receivable.</p>	<ul style="list-style-type: none"> <li>• Grants made outside of council statutory provisions.</li> <li>• Funded projects run over budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Inability to meet statutory duties.</li> <li>• Qualified Audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Donation requests are made in accordance with the donation policy and approved by council.</li> <li>• An annual summary of discounted/free room use is circulated to Council and published.</li> <li>• GPoC achieved</li> </ul>	<p>Insignificant</p>	<p>Remote</p>		<p>GPOC reconfirmed May 2025.</p>

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
8. Loss of Local Council Tax Reduction Support.	<ul style="list-style-type: none"> <li>Reduction and loss of funds payable from Durham County Council.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Reduction/loss of services.</li> <li>Staff redundancies.</li> </ul>	<ul style="list-style-type: none"> <li>The Council have increased their General Reserve Fund.</li> <li>Regular reserve balance monitoring to ensure the General Reserve balance threshold is observed.</li> <li>General and Earmarked Reserves will be reviewed on the conclusion of Year End, at which point Members will consider and approve any virement of funds.</li> </ul>	Critical	Highly Probable	<ul style="list-style-type: none"> <li>Avoidance of overspends by adhering to Strategic Plan priorities.</li> <li>Any additional priorities identified should include a resolution of how expenditure will be met.</li> </ul>	Durham County Council removal of Local Council Tax Reduction Support.
9. Inflation	<ul style="list-style-type: none"> <li>Unavoidable inflationary increases.</li> <li>Contractual increases.</li> <li>Unknown/Unplanned Expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> <li>Unplanned Expenditure.</li> <li>Budget Impact.</li> <li>Precept Impact.</li> </ul>	<ul style="list-style-type: none"> <li>Inflation accounted for as part of the budget setting process.</li> </ul>	Minor	Probable	<ul style="list-style-type: none"> <li>Inflationary Increases are included in the budget forecast and taken into consideration during budget setting processes.</li> </ul>	
10. Fall in Demand for Services and Reduced Income.	<ul style="list-style-type: none"> <li>Budget constraints impact the quality of services on offer.</li> <li>Changes to approved fees and charges, the income of which was factored into the budget.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Loss.</li> </ul>	<ul style="list-style-type: none"> <li>Council has approved fees and charges, which are reviewed annually.</li> </ul>	Moderate	Probable	<ul style="list-style-type: none"> <li>Making use of any available funding to improve assets/facilities.</li> <li>Review of subsidised service levels annually.</li> </ul>	

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
11. National Living Wage, NJC Pay Increases and Grading Restructure.	<ul style="list-style-type: none"> <li>• Pay and on-costs associated with pay increases.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Precept Impact.</li> <li>• Staff Redundancies.</li> </ul>	<ul style="list-style-type: none"> <li>• Council increased General Reserve Fund.</li> </ul>	Moderate	Probable		NJC pay increases August 2025 approved.
12. Fraud, theft and dishonesty.	<ul style="list-style-type: none"> <li>• Inadequate internal processing.</li> <li>• Banking arrangements.</li> <li>• Loss through theft and dishonesty.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Split staff duties.</li> <li>• Income receipted and banked in accordance with Cash Handling Policy.</li> <li>• Bank reconciliation signed off by two Members.</li> <li>• Anti-Fraud and Corruption &amp; Whistleblowing Policy in place.</li> <li>• Fidelity Guarantee of £1,000,000.</li> <li>• Loan repayments are factored into budget.</li> <li>• Internal Audit checks.</li> <li>• Internet Banking access restricted.</li> </ul>	Moderate	Remote	Review Fidelity Cover	

Risk	Causes of Risk	Potential Impact	Existing controls	Impact	Likelihood	Planned Control Improvements	Changes/ comments since last update
13. Contracts Management.	<ul style="list-style-type: none"> <li>• Procurement arrangements not followed.</li> <li>• The Public Contracts Regulations 2015 not followed.</li> <li>• Tender process not followed.</li> <li>• Bribery.</li> <li>• Lack of adequate insurance from contractor.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Regulations in place.</li> <li>• Internal and External Audit.</li> <li>• Professional and technical assistance acquired where necessary.</li> <li>• Tender opening registers.</li> <li>• Minutes record details in sufficient detail.</li> <li>• Insurance details of contractor checked.</li> <li>• WiP cover where necessary.</li> </ul>	Moderate	Unlikely		New FR's adopted May 2025
14. Borrowing	<ul style="list-style-type: none"> <li>• Unnecessary borrowing.</li> <li>• Inability to finance repayments.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Reputational Damage.</li> <li>• Qualified Audit.</li> <li>• Damage to relationships in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Council approval is required for an application for borrowing.</li> <li>• Community consultation required as part of application process.</li> <li>• Loan repayments are factored in the budget.</li> <li>• Interest rates are fixed.</li> </ul>	Major	Remote		
15. VAT	<ul style="list-style-type: none"> <li>• Lack and knowledge of RFO and other staff.</li> <li>• Delays with accounts input.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Loss.</li> <li>• Intervention or sanctions by HMRC.</li> <li>• Failure to complete VAT Return.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Regulations in place.</li> <li>• Internal and External Audit.</li> <li>• MTD to submit VAT Return.</li> <li>• Computerised accounts software prompts.</li> </ul>	Moderate	Unlikely		

# ENSEMBLE'84

East Durham Theatre Company  
Our Lady of the Star church  
South Terrace  
Horden  
Co. Durham  
SR8 4NQ

[Info@ensemble84.com](mailto:Info@ensemble84.com)  
2026

27th January

Temporary telephone number: 07758214888

FOA: Clerk to Horden Parish Council

Dear Sam,

Could you please pass this letter on to our councillors at your next meeting on Thursday 5th February on behalf of Ensemble 84? I am happy to attend the meeting in person to discuss this request.

Dear Councillors

When we took over this beautiful church before Christmas, the previous owners had taken out the marble altar, chair and lectern leaving behind several small but very heavy pieces of white marble.

We would love to place these around the site, and one of our company will make seating out of them to enable us to keep some of the original church features within the grounds of our theatre.

It took 6 members and visiting members of our company to get the marble from the stage to outside and it was suggested to us by local residents that the council parks department has the equipment to help us move this to a more favourable position.

We have enjoyed the warm welcome, community spirit and support given to us so generously from the village in our first very successful year. We hope this can be extended by the council on this occasion.

As you can appreciate, funds are very limited and there is so much to do to transform this wonderful church into a beautiful theatre space.

We hope you look upon this request favourably, and look forward to receiving your response.

Warmest regards

Janet Brown  
Company Manager  
Ensemble 84

---



**County Durham  
Association of Local Councils**

**SPECIAL GENERAL MEETING  
Sat 7<sup>th</sup> MARCH 2026  
10:00**

**MERRYOAKS COMMUNITY HALL**

Parkhouse Road, Durham, DH1 3QF

Rivergreen, Aykley Heads, Durham, DH1 5TS  
Post to: PO Box 274, Stanley, County Durham, DH8 1HG

Tel: 07708327943 (Tues to Fri)  
E-mail: [cdalc@durham.gov.uk](mailto:cdalc@durham.gov.uk)



13 February 2026

Dear CDALC Association and Executive Committee Members.



### Special General Meeting

Sat 7<sup>th</sup> March 2026 at 10am

Merryoaks Community Hall, Parkhouse Road, Durham, DH1 3QF

I hereby give you Notice of a **Special General Meeting (SGM)** of the **County Durham Association of Local Councils**.

The SGM is called to deal with amendments to the CDALC Constitution and appointments to the CDALC Executive Committee. This follows from the decisions taken at the AGM in October 2025.

### Representation at the SGM

Each council may send up to two representatives, but only **one** may vote. Members of the Executive Committee may also attend, either in addition to or as part of their council's quota, and each has **one** vote.

**Please let us know how many will be attending from your council, [by clicking here and completing this booking form](#) by Tues 3rd March at 5pm as it will assist us with managing the event, including the venue arrangements. Attendance is possible by Zoom using the log in details at the end of this email. The form also allows you to let us know if anyone plans to attend by Zoom and to submit apologies - please insert 0 into Question 2 'Number of Attendees'.**

### Parking and refreshments

Tea/coffee will be available from 9.30am onwards.

There is a car park at the venue but if this is full you can use the St Cuthberts Hospice car park. The entrance to this is just a few feet from our venue, on the outside bend of the road. Please don't park in the surrounding housing estate.

Please have access to the papers which can be found below:

- [CDALC Special General Meeting Agenda – Sat 7<sup>th</sup> March 2026 10am](#)
- [CDALC Proposed constitution](#)
- [CDALC Existing constitution](#)

Zoom log in details, if needed, CDALC Special General Meeting  
Sat 7<sup>th</sup> March 10.30am Merryoaks Community Hall

Join Zoom Meeting

<https://us02web.zoom.us/j/85993725942?pwd=24iUngJb5Hs2Eehb4SGCyJdbowZWD0.1>

Meeting ID: 859 9372 5942

Passcode: 337397

We look forward to seeing you.

Yours sincerely,

*David Bell*

CDALC Chair



## **CDALC Special General Meeting**

AGENDA Sat 7<sup>th</sup> March 2026 at 10am

Merryoaks Community Hall, Parkhouse Road, Durham, DH1 3QF

1. Meeting welcome
2. Apologies For Absence
3. Draft Minutes of AGM on 25<sup>th</sup> Oct 2025 to note
4. Amendments to CDALC Constitution
5. Appointment of CDALC President
6. Appointment of CDALC Auditor
7. Appointment of Larger Councils positions to the CDALC Executive Committee
8. Appointment of Smaller Councils positions to the CDALC Executive Committee
9. Appointment of Executive Committee members outside the DCC area
10. Dates Of Meetings For 2026 – For Information Only

<b>1</b>	<b>MEETING WELCOME – CDALC Chair, Cllr David Bell</b>		
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>		
<b>3</b>	<b><u>DRAFT MINUTES OF AGM ON 25th OCT 2025</u> - to note</b>		
<b>4</b>	<b>AMENDMENTS TO CDALC CONSTITUTION - <u>see constitution report</u></b>		
	<b>DECISION REQUIRED</b>	To consider and agree to the proposed new CDALC Constitution	
<b>5</b>	<b>APPOINTMENT OF CDALC PRESIDENT</b>		
	There is one nomination received, nominated by Belmont Parish Council, Bishop Auckland Town Council, Brandon & Byshottles Parish Council and City of Durham Parish Council.		
	Mary Kelly Foy MP	City of Durham	
	<b>DECISION REQUIRED</b>	Members are requested to confirm the above nomination for the position of President of the Association	
<b>6</b>	<b>APPOINTMENT OF CDALC HONORARY AUDITOR</b>		
	There is one nomination received, nominated by Belmont Parish Council, Bishop Auckland Town Council, Brandon & Byshottles Parish Council and City of Durham Parish Council.		
	Daniel Austin	Great Aycliffe Town Council	
	<b>DECISION REQUIRED</b>	Members are requested to confirm the above nomination for the position of Honorary Auditor of the Association	
<b>7</b>	<b>APPOINTMENT OF LARGER COUNCILS' POSITIONS ON THE CDALC EXECUTIVE COMMITTEE</b>		
	There have been seven (7) nominations received for eight (8) Larger Councils' positions for the CDALC Executive Committee:		
	Cllr	David Bell	Brandon & Byshottles Parish Council
	Cllr	Allan Blakemore	Sedgefield Town Council
	Cllr	Arun Chandran	Great Aycliffe Town Council
	Cllr	Mike Harker	Bishop Auckland Town Council
	Cllr	Bill Morrow	Horden Parish Council
	Cllr	Sue Reece	Chilton Town Council
	Cllr	Susan Walker	City of Durham Parish Council

Each nominee has provided a 200 word supporting statement which you can find at [Larger councils' nominee statements](#). Nominees will be given the opportunity to introduce themselves to Association members with a max 2 minute speech.

<b>DECISION REQUIRED</b>	There is no ballot required. Members are requested to confirm the above nominations for the Larger Councils' positions on the CDALC Executive Committee
--------------------------	---

The proposed CDALC Constitution provides an opportunity for any unfilled places to be sought from those attending the General Meeting. Nominations will be sought from the meeting, and if any, the position/s filled, with a vote taken, if needed. Nominees will be given the opportunity to introduce themselves to Association members with a max 2 minute speech.

<b>DECISION REQUIRED</b>	Any nominations from the floor to be considered and appointment/s made, with a vote if needed.
--------------------------	--

**8 APPOINTMENT OF SMALLER COUNCILS' POSITIONS ON THE CDALC EXECUTIVE COMMITTEE**

There have been six (6) nominations received for eight (8) Smaller Councils' positions for the CDALC Executive Committee:

Cllr	Stephen Ashfield	Shincliffe Parish Council
Cllr	Sandra Dowson	Fishburn Parish Council
Cllr	Stephen Hann	Pelton Parish Council
Cllr	Angela Hawkes	South Bedburn Parish Council
Cllr	Harvey Neve	Bishop Middleham Parish Council
Cllr	Robert Simm	Dene Valley Parish Council

Each nominee has provided a 200 word supporting statement which you can find at [Smaller Councils' nominee statements](#). Nominees will be given the opportunity to introduce themselves to Association members with a max 2 minute speech.

<b>DECISION REQUIRED</b>	There is no ballot required. Members are requested to confirm the above nominations for the Larger Councils' positions on the CDALC Executive Committee
--------------------------	---

The proposed CDALC Constitution provides an opportunity for any unfilled places to be sought from those attending the General Meeting. Nominations will be sought from the meeting, and if any, the position/s filled, with a vote taken, if needed. Nominees will be given the opportunity to introduce themselves to Association members with a max 2 minute speech.

<b>DECISION REQUIRED</b>	Any nominations from the floor to be considered and appointment/s made, with a vote if needed.
--------------------------	--

9	<p><b>APPOINTMENT OF EXECUTIVE COMMITTEE MEMBERS OUTSIDE THE DURHAM COUNTY COUNCIL AREA</b></p> <p>Three local authority areas outside the DCC geography have parish councils in membership of CDALC. These areas are eligible to appoint a representative to the Executive Committee – this eligibility is not affected by the constitution changes. The following Members have been appointed by their respective areas:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Darlington Borough Council area – Heighington, High Coniscliffe, Hurworth, Low Coniscliffe &amp; Merrybent, Middleton St George and Whessoe</td> <td style="width: 20%;">Cllr Mark Armstrong</td> <td style="width: 35%;">Low Coniscliffe and Merrybent Parish Council</td> </tr> <tr> <td>Gateshead Metropolitan Borough Council area (Lamesley)</td> <td>Cllr Jackie Callaghan</td> <td>Lamesley Parish Council</td> </tr> <tr> <td>City of Sunderland area (Hetton)</td> <td>Cllr David Geddis</td> <td>Hetton Town Council</td> </tr> </table>	Darlington Borough Council area – Heighington, High Coniscliffe, Hurworth, Low Coniscliffe & Merrybent, Middleton St George and Whessoe	Cllr Mark Armstrong	Low Coniscliffe and Merrybent Parish Council	Gateshead Metropolitan Borough Council area (Lamesley)	Cllr Jackie Callaghan	Lamesley Parish Council	City of Sunderland area (Hetton)	Cllr David Geddis	Hetton Town Council
Darlington Borough Council area – Heighington, High Coniscliffe, Hurworth, Low Coniscliffe & Merrybent, Middleton St George and Whessoe	Cllr Mark Armstrong	Low Coniscliffe and Merrybent Parish Council								
Gateshead Metropolitan Borough Council area (Lamesley)	Cllr Jackie Callaghan	Lamesley Parish Council								
City of Sunderland area (Hetton)	Cllr David Geddis	Hetton Town Council								
10	<p><b>DATES OF MEETINGS FOR 2026 – for information only</b></p> <p><b>Venues to be confirmed</b></p> <p><b>2026 Executive Committee Meetings:</b>          Wednesdays          17 June          16 September          2 December</p> <p><b>2026 Annual General Meeting:</b>          provisionally Sat 24 Oct 2026.</p> <p><b>2026 Larger and Small &amp; Medium Local Council Forum meetings:</b>          Thursdays          19 February          21 May          16 July and          19 November</p>									

## AGENDA ITEM 3



### Draft Minutes of the 79<sup>th</sup> Annual General Meeting held at 10am at the Civic Hall, Shildon on Saturday 25<sup>th</sup> Oct 2025

#### Councils represented at the AGM

Bishop Auckland Town Council, Bishop Middleham Paish Council, Brandon & Byshottles Parish Council, Cassop-cum-Quarrington Parish Council, Chilton Town Council, City of Durham Parish Council, Easington Colliery Parish Council, Easington Village Parish Council, Etherley Parish Council, Great Aycliffe Town Council, Horden Parish Council, Lamesley Parish Council, Middleton-in-Teesdale and Newbiggin Parish Council, Low Coniscliffe and Merrybent Parish Council, Middridge Parish Council, North Lodge Parish Council, Pelton Parish Council, Sedgfield Town Council, Shildon Town Council, Spennymoor Town Council, Stanley Town Council, Startforth Parish Council, West Rainton & Leamside Parish Council

#### Executive Committee members at the AGM

Mary Kelly Foy MP (Chair) and Cllrs Mark Armstrong, David Bell, Allan Blakemore, Jackie Callaghan, John Finlayson, Stephen Gilling, Stephen Hann, Mike Harker, Harvey Neve, Peter Quinn, John Turnbull,

Minute No.	Agenda Item	Action Required
1	<p><b>OPENING OF MEETING</b></p> <p>Councillor David Bell, Chair of the Association introduced Councillor Robbie Rodiss, the Chair of Durham County Council who officially opened the meeting.</p> <p>Councillor Rodiss' address welcomed members and clerks to the Associations 79<sup>th</sup> AGM and to Shildon Civic Hall. He emphasised that a strong working relationship between the County Council and parish and town councils is vital and how it improves the quality of life for our communities. He cited the example of his community of Crook, which is without a parish council, resulting in missing out on opportunities and poor-quality services. He emphasised that communities with a parish council are very privileged.</p> <p>Cllr Bell (CDALC Chair) thanked Cllr Rodiss for his address and for the continued support of the Association by Durham County Council.</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies of absence were recorded from representatives from the following Association council Members:</p> <p>Belmont Parish Council</p>	

	<p>Burnhope Parish Council                  Cornforth Parish Council                  Cotherstone Parish Council                  Greencroft Parish Council                  Haswell Parish Council / Executive                  Hawthorn Parish Council                  Hutton Henry &amp; Station Town Parish Council                  Monk Hesleden Parish Council                  Romaldkirk Parish Council                  Staindrop Parish Council                  Tow Law Town Council                  Whessoe Parish Council</p>	
3	<p><b>MINUTES</b>                  Members noted the minutes of the 78<sup>th</sup> Annual General Meeting held on 12 Oct 2024. Members accepted these as a true record of events and the Chair signed the minutes accordingly.</p>	
4	<p><b>ANNUAL REPORT AND ACCOUNTS</b>                  The CDALC Annual Report, including the Statement of Accounts for year ending 31st March 2025 was submitted to the meeting for approval.  <b>Resolved:</b> Members approved the Annual Report, including Statement of Accounts.</p>	
5	<p><b>CDALC EXECUTIVE COMMITTEE FUTURE FORMULATION AND INTERIM ARRANGEMENTS</b>                  The meeting considered a report which included proposed changes to the formulation of the CDALC Executive Committee. The Executive Officer explained the background to the proposals i.e. the removal of the Area Action Partnerships (AAP's) by Durham County Council (DCC), the area geographies which CDALC has used for filling the majority of our Executive Committee seats (as directed by the CDALC constitution) and the alternative proposals put forward by Great Aycliffe TC for representation to be split by council size, rather than geographical area. The issue was first brought to the 2024 AGM when it was agreed to put it on hold until the 2025 AGM, when the future of the AAPs was clearer. Since then, the AAP replacements by Local Networks has not progressed, meanwhile the issue of the CDALC Executive's formulation has been considered by the Executive Committee on a number of occasions, by the July 2025 forum meetings and a working group that met in August 2025. In determining the proposals various factors were considered, including the impact on how members are represented while also striving for a simple, easy to manage set up.  <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>The future formulation of the Executive Committee structure as contained in <u>the written report to the AGM</u> (see page 6) <b>is agreed</b> with two minor clarifications to the heading 'Constitutional matters....' At point 2, that bi-</li> </ul>	<p>Elections for new Executive Committee members to be arranged, the CDALC Constitution to be amended to reflect the changed arrangements and a special General Meeting to be organised to deal with the above.</p>

	<p>annual nominations would be sought in the first week in June and an addition that the Larger and Smaller Council positions would only be open to Members.</p> <ul style="list-style-type: none"> <li>• The incumbent members of the Executive Committee to remain in place until such time as the new elections proposed are concluded <b>is agreed.</b></li> <li>• The Constitution to be amended to reflect the changes to be agreed at a special General Meeting of the Association which will also deal with the election of the Executive Committee <b>is agreed.</b></li> </ul> <p>After Members agreed the proposals, the Executive Officer outlined the likely timescale to progress filling the positions and agree the Constitutional change. Nomination papers proposed to be sent out during w/b 3<sup>rd</sup> November with a deadline to be returned by the end of January 2026. A Special General Meeting to be convened to deal with the elections and constitutional changes likely to be late February to allow enough time for the required notice for the meeting.</p> <p><b>It was resolved</b> that the timeframe set out above by the Executive Officer <b>is agreed</b> and that the General Meeting should be an in person meeting with the option of attending online – ie a hybrid meeting.</p>	
6	<p><b>NATIONAL ASSOCIATION LOCAL COUNCILS (NALC) AGM REPRESENTATION</b></p> <p>It was <b>resolved</b> that representatives to the National Association’s AGM be comprised of up to three members of the County Executive Committee and that these members should be chosen by and from Executive Committee membership.</p>	Exec Committee to agree reps for NALC AGM
7	<p><b>NATIONAL ASSOCIATION OF LOCAL COUNCILS – NATIONAL ASSEMBLY REPRESENTATION.</b></p> <p>It was <b>resolved</b> that the Executive Committee are delegated to appoint a representative and deputy with the Executive Committee granted discretion to appoint further deputies as required.</p>	Exec Committee to agree reps for NALC National Assembly
8	<p><b>AFFILIATION FEE INCREASE 2024/2025</b></p> <p>Members were informed of the proposed increase in NALC subscription fees of 3.6% from 8.34p to 8.6p per elector for 2026/27, to be agreed at its AGM on 13 Nov 2025. Members noted this increase in fee.</p>	
	<p>Members also considered the report proposing an increase in CDALC membership subscription fees from 15p to 15.5p per elector, as of 1<sup>st</sup> April 2026. The Executive Officer explained that after many years of working to a deficit budget, the Association was now seeking to work to a balanced budget and this is predicted to be achieved for 2025/26, with a reserve of £61,689 forecast for the year end. The proposed 2026/27 increase factors in inflationary pressures.</p>	

	It was <b>resolved</b> to accept the increase in subscription fees to 15.5p per elector for 2026/27.	
9	<b>MOTIONS</b> There were no motions for discussion.	
10	<p><b>DATES for 2026 meetings – for info</b> Members were <b>informed</b> and noted details of the dates for next year’s cycle of meetings. <b>Larger and Smaller Local Council Forum meetings</b> provisionally determined as Thursdays 19 Feb, 21 May 16 July and 19 Nov 2026 <b>Executive Committee Meetings:</b> Wednesdays 18 Mar, 17 Jun, 16 Sep, 2 Dec 2026 <b>Annual General Meeting –</b> provisionally Sat 24 Oct 2026.</p> <p>Mary Kelly Foy MP, President, noted that she has been working with partners to lobby for better health outcomes in the North East and in parliament including in relation to smoking. She noted the proposal for the fifth licensing objective of ‘health and wellbeing’ which CDALC had sent to her and is sharing this with partners. On this topic, the CDALC Executive Officer highlighted the current govt consultation <u>Reforming the licensing system - GOV.UK</u> with closing date of 6<sup>th</sup> November and that this is about relaxing licensing regulations and with a proposed new 5<sup>th</sup> licensing objective of promoting economic growth. It was suggested from the floor that any responses to this might also include proposing that parish and town councils are statutory consultees to licensing applications. Cllr S Hann raised the issue of the English Devolution and Community Empowerment Bill and highlighted that members should be aware of the proposals that this contains.</p>	
11	<p><b>Presentation by Tracey Elvin, North East Combined Authority, Assistant Director of People and Transformation.</b> Tracey outlined the key areas for which NECA has responsibilities i.e. Transport, economy, skills and people, housing, innovation and investment and the Mayor’s leadership role/voice for the region. She outlined the key delivery achievements of NECA’s first 12 months including setting up a £70 million NE Investment Fund to support small businesses and aiming to create 2300 jobs over 15 years, commitment to delivery of 800 new homes, Skills Bootcamps and Adult Skills provision to support over 52,000 people, £18 million revitalisation of South Shields Town Centre, £17 million to support jobs and local communities through a new Environmental Stewardship, Coast and Rural Growth Investment Plan, £50 million investment levered from Japanese car firm Jatco, championing of regional culture and creative industries through cultural events programme, including securing the</p>	

	<p>MOBO Awards and Mercury music prize.</p> <p>Transport highlighted. Over 16,00 people responded to consultation on local transport plan and support for creating a safe, fully integrated green transport network. First two years will see £800 million invested into region's transport network including Metro to Washington, Shields ferry landing stage, new ticket gates for metro, improved walking/cycling routes and new zero emission buses, installation of new EV charging points and Kids Go Free on public transport.</p> <p>Tracey also highlighted delivery priorities for year two which includes funding to tackle child poverty, more skills/jobs investment, a High Streets commission, new smart payment technology across public transport and new approach to boost tourism and create new jobs, a spatial development strategy, tackling economic inactivity, offshore wind programme, homelessness prevention and more regional investment corridors.</p> <p>The presentation prompted many questions around housing, transport, connectivity with each of the 7 North East principal councils, communications with our own parish and town councils and employment. Tracey undertook to make sure that NECA will ensure it communicates more effectively through parish and town councils and will return at a later date to provide updates on progress with NECA's work.</p> <p>Mary Kelly Foy MP thanked Tracey Elvin for attending, for a very informative talk and for listening to all the issues raised.</p>	
	<p>Members were thanked for their attendance and the meeting closed at 12.10.</p>	

**Back to Agenda**

Signed \_\_\_\_\_

Dated 24 Oct 2026

President (or Chair) County Durham Association of Local Councils

**Written report provided with the Annual General Meeting Agenda  
25<sup>th</sup> Oct 2025**

**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 17<sup>th</sup> 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
<b>21</b>	<b>Total Number Of Positions (19 voting)</b>			

## 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 31<sup>st</sup> 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).

<b>DECISION REQUIRED</b>	<ul style="list-style-type: none"> <li>• To agree the future formulation of the Executive Committee structure</li> <li>• To agree for the incumbent members of the Executive to remain in place until such time as the new elections proposed are concluded.</li> <li>• 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</li> </ul>
------------------------------	---

## AGENDA ITEM 4

### Amendments to CDALC Constitution

1. CDALC’s governance structure has been the subject of discussion since at least the Oct 2024 AGM. Prompted mainly by the ceasing of DCC’s AAPs, whose geographical areas CDALC has used for area committees, from which most members of the CDALC Executive Committee have been selected.
2. The AGM in Oct 2025 agreed to remove the area structure of CDALC committees and their role in appointing representatives on the Executive Committee to one that is based on council size i.e. Larger and Smaller Councils. See the [draft minutes of the Oct 2025 AGM](#). These changes require alterations to CDALC’s constitution which the meeting acknowledged would then be dealt with by a Special General Meeting.
3. Since then, CDALC’s officers have been working with the Executive Committee to appropriately amend the constitution and also taken the opportunity to modernise and clarify the wording of the Constitution and update some procedures to reflect current practice and expectations.
4. A proposed 2026 Constitution has been drafted that is considered to suitably encapsulate the new Executive Committee arrangements while also strengthening and clarifying CDALC’s arrangements while modernising the document’s language.
5. This is the [proposed new Constitution 2026](#)
6. This is the existing [Constitution 2015](#).
7. To assist in interpreting the differences we have provided a summary below which highlights the main changes between the existing CDALC Constitution and proposed one. It is intended to provide an overview of what is to be altered and why.

#### Summary of Changes by Clause in proposed constitution 2026.

Section / Clause	2015 Constitution (Oct 2015)	2026 Draft Constitution	Nature of Change
Front page	Last amended at AGM 24 Oct 2015	To be considered at SGM 7 Mar 2026; updated NALC address	Updated dates and administrative details
Clause 2.2 (Objects)		‘advice’ added to first sentence	Scope clarified
Clause 2.2 (Objects – structure)	Narrative numbered points	Bullet-pointed principles of governance	Clarity and readability
Clause 3 (Membership)	Eligibility stated; definition appears later	Definition of “Member Council” included here	Consolidation and clarity

Section / Clause	2015 Constitution (Oct 2015)	2026 Draft Constitution	Nature of Change
Clause 3.1	Eligible councils listed	Wording simplified and standardised	Minor clarification
Clause 5 (NALC membership)	CDALC may withdraw; pays NALC subscriptions	More explicitly stated that membership of CDALC goes hand in hand with membership of NALC	Minor clarification
Clause 7	Election of NALC reps at AGM	Appointment by Executive Committee	Governance change to represent practice over many years
Clause 8 (Officers)	President, up to 3 Vice Presidents, Treasurer, Auditor; annual elections	President, Chair, Vice-Chair, Treasurer, Auditor; bi-annual elections. Heading, lists them, is more explicit.	Restructure of named 'officials' positions
Clause 9 (nominations)	21 clear days	56 clear days (or more)	Longer, more transparent timetable and reflection of practice over many years.
Clause 9 (AGM notices)	28 days notice to councils for Notice and agenda and officials nominations and 21 days for motions and annual report and accounts to councils;	Timescales set out more explicitly for pre-AGM. 56 days – motions/nominations to be received; 28 days- all AGM papers to be received by councils Defined "clear days"	Procedural change
Clause 10 (SGMs)	Executive Committee or requisition	Same powers	No change
Clause 11 (Voting at GMs)	Postholders generally voting but could be clearer	President and Honorary Auditor non-voting; co-opted non-voting	Voting rights refined
Clause 12 (old constitution - Area Committees)	Formal Area Committees defined	Removed entirely	Structural deletion - key change
Clause 12.1 (Executive Committee)	22 member committee; area reps made up majority of number	21-member committee, positions mainly by council size	Structural change - key change
Clause 12.1 (terms)	Annual appointment of named positions by election, area positions ratified annually at AGM	Bi-annual appointment of all positions apart from non DCC areas which remain unchanged	Further clarification of appointment terms

Section / Clause	2015 Constitution (Oct 2015)	2026 Draft Constitution	Nature of Change
Clause 12.4 (eligibility)	Councillor status required	Same, but more detailed	Clarification
Clause 12.6 & 12.8 (Forums)	Not present	Larger & Smaller Council Forums introduced	New governance mechanism to reflect decision to give Forums the power to fill casual vacancies
Clause 12.11/12/13 (conduct)	No attendance or conduct sanctions	Removal for non-attendance, misconduct, or disrepute	Strong accountability added
Clause 13.1 (Exec powers)	Servants or agents	Staff or contractors	Modernised language
Clause 14 (Committees)	Sub-committees only	Sub-committees and working groups	Increased flexibility - modernisation
Clause 15 (Notice of Exec meetings)	7 clear days	5 clear days	Minor procedural change reflecting current practice
Clause 17.2 (Voting)	Chair casting vote	Same rule, modernised wording	Minor clarification
Clause 20 (Officer delegated powers)	£500 limit; listed powers - £500 since 2005 constitution	Increased to £1,000	Increase delegated £ to reflect inflation
Final clause (Address)	County Hall address	Updated office and postal addresses	Administrative update

8. In summary, this is a high-level classification of the proposed changes

- **Major governance changes:**  
Executive Committee structure, exec roles, removal of Area Committees
- **Moderate procedural changes:**  
Election cycles, notice periods, voting rights.
- **Minor / administrative changes:**  
Wording, addresses, formatting

<b>RECOMMENDED ACTION</b>	For consideration and to agree amended CDALC constitution
---------------------------	---

## AGENDA ITEM 7

### APPOINTMENT OF LARGER COUNCILS' POSITIONS ON THE CDALC EXECUTIVE COMMITTEE

#### Nominees' statements

Cllr	<u>David Bell</u>	Brandon & Byshottles Parish Council
Cllr	<u>Allan Blakemore</u>	Sedgefield Town Council
Cllr	<u>Arun Chandran</u>	Great Aycliffe Town Council
Cllr	<u>Mike Harker</u>	Bishop Auckland Town Council
Cllr	<u>Bill Morrow</u>	Horden Parish Council
Cllr	<u>Sue Reece</u>	Chilton Town Council
Cllr	<u>Susan Walker</u>	City of Durham Parish Council

#### **Cllr David Bell**

##### **Brandon & Byshottles Parish Council**

I am a member of Brandon & Byshottles Parish Council and a past Chairman. I have a wide knowledge of Local Government having been a member of Durham City District Council and chaired several of its committees. I had the honour of being Mayor of Durham City 1990/91, I am an Honorary Alderman. I was previously a member of Durham County Council, serving on the following committees - Planning, Environment, Licensing, Highways. I have had the pleasure and honour of being one of CDALC'S Vice Presidents and Chair of the Executive Committee for a number of years. I represent CDALC on The County Durham Partnership, Local Council Working Group, the Northern Group of NALC and on many other occasions and special functions. I am very active in my community being a Trustee and Treasurer of New Brancepeth Village Hall, chairing the village's Resident Group and Treasurer of its Banner Group. Town and Parish Councils are facing challenging times but with the support of the Executive Committee and all members of CDALC we can move forward with a strong voice and support for the people we represent. If elected I will continue to do my best to support and represent CDALC at all times.

#### **Cllr Allan Blakemore**

##### **Sedgefield Town Council**

I have been a member of Sedgefield Town Council since 2006 and was previously involved with community work as a Police Officer and Community Safety Manager at Sedgefield Borough Council. During my time at Sedgefield Town Council, I have been involved with numerous projects and presently chair the Policy and Resources Committee as well as being Vice Chairman. I have attended CDALC Larger Councils throughout my time as a Council Member and joined the Executive Committee about ten years ago as a Vice President. Since that time, I have given up that post in favour of being Treasurer to the group. A position which I hold presently. I also represent CDALC at NALC attending national assemblies as a voting attendee. Within NALC. I am on the Smaller Councils Committee and represent them on the Martyn's law working Group. I have a keen interest in all of these undertakings and wish to continue on for the foreseeable future.

**Cllr Arun Chandran**  
**Great Aycliffe Town Council**

I have served as a member of Great Aycliffe Town Council for 27 years, first elected in 1983 (a mere baby then) and have attended Council Meetings for over 40 years. I served as Chairman of Finance for 11 years and as the Council's youngest Mayor in 1991 (aged 32). I have also served as Chairman of the Recreation and Environment Committees. I have been the CDALC Executive Committee Representative for the Council for the past 4 years before this year and missed only one meeting. I believe I am well known to most CDALC Larger Local Council members and can be relied upon to attend and contribute constructively and positively. I believe as Great Aycliffe Town Council is the Largest Town Council in County Durham, it should be represented on the Executive Committee.

**Cllr Mike Harker**  
**Bishop Auckland Town Council**

I was co-opted onto Bishop Auckland Town Council in 2022 and initially represented the Council at the Area Action Partnership and the CDALC Larger Council Forum. In 2024/25, I was honoured to be elected as Mayor, appointed Chair of the Larger Council Forum, and joined the CDALC Executive Committee. These roles have provided invaluable, hands-on experience and deepened my understanding of the responsibilities and opportunities within Town and Parish Councils. Communities across County Durham are experiencing significant change, reshaping the traditional role of councils and raising expectations from residents and partner organisations. This evolving landscape brings complex challenges: managing financial pressures and accountability, taking on greater responsibility for assets and services, navigating local government reorganisation, and delivering on demanding and sometimes competing priorities. My professional experience working with large international corporate organisations has equipped me with strategic and governance skills, enabling me to bring a broader perspective beyond local council operations. CDALC is uniquely positioned to support councils and councillors through these changes by offering high-quality guidance, sharing best practice, and drawing on collective experience. As an Executive Board Member, I am committed to strengthening this network and ensuring councils are equipped to meet the challenges ahead.

**Cllr Bill Morrow**  
**Horden Parish Council**

For over eight years, I have been a Parish Councillor, an experience that has given me an understanding of both the responsibilities and opportunities inherent in local government. During two of those years, I was elected as Chair, a role that further strengthened my commitment to public service and enhanced my leadership skills. My dedication to community engagement is also demonstrated by my four-year tenure as the CDALC representative for Horden Parish Council, where I actively contributed to discussions and decisions impacting our area. My background extends beyond local government; I have accumulated many years of experience as a trade union representative. This work has equipped me with invaluable skills in negotiation, communication, and advocacy, allowing me to effectively work with individuals at all levels and from diverse backgrounds. I am deeply passionate about addressing local issues and strive to ensure that residents receive the highest standard of service. I firmly believe that by collaborating with

organisations such as CDALC and NALC, we can collectively influence policy decisions both at the county and national level. I am eager to continue my commitment to public service and to help shape a positive future for our community through effective representation.

**Cllr Sue Reece**

**Chilton Town Council**

I welcome the opportunity to join CDALC Executive Committee; to work with colleagues and utilize my own personal skills and experience to assist in supporting Town and Parish Councils to navigate through both the fiscal and social challenges of the current climate whilst continuing to deliver essential services. Ensuring that our residents are listened to, their needs and aspirations are represented through local governance and, pulling all of the levers available to use, to delivering positive change through connected cohesive community action and ensuring that local place-based planning is fully utilised to access available funding streams. I am currently Mayor/ leader of Chilton Town Council, Chair of its associated Charity Trust and I lead on the development of the Chilton Neighbourhood Plan. I also bring with professional skills from over 30 years' experience as a senior executive in the Higher Education Sector plus as Chair of Trustees and audit committees for several education institutions, international and national public sector organisations, and community foundations. This includes extensive experience in strategic planning, economic development, project management, bid writing and fundraising, partnership and networking, lobbying, media liaison and crisis management.

**Cllr Susan Walker**

**City of Durham Parish Council**

I am an experienced parish councillor committed to strong, accountable and community-focused local government. As Chair of my Parish Council, I have extensive experience guiding cross-party discussions, supporting councillors and ensuring effective governance. I have led major local initiatives, including a campaign to improve road safety along the A167 corridor and community projects at Merryoaks Community Hall, strengthening my skills in partnership working, stakeholder engagement and strategic planning. I have contributed to consultations, prepared policy representations and am familiar with local authority standards and expectations. I am confident reviewing proposals, drafting responses and supporting the development of training or guidance. I am well organised, diligent at attending meetings, and experienced in working collaboratively with officers, elected members and external partners. I would welcome the opportunity to support CDALC's work, particularly in strengthening local democracy, contributing to national consultations and ensuring parish councils have a strong, informed voice within the county and nationally through NALC. I am committed, approachable and ready to contribute fully to the responsibilities of the Executive Committee.

## AGENDA ITEM 8

### APPOINTMENT OF SMALLER COUNCILS' POSITIONS ON THE CDALC EXECUTIVE COMMITTEE

#### Nominees' statements

Cllr	<a href="#">Stephen Ashfield</a>	Shincliffe Parish Council
Cllr	<a href="#">Sandra Dowson</a>	Fishburn Parish Council
Cllr	<a href="#">Stephen Hann</a>	Pelton Parish Council
Cllr	<a href="#">Angela Hawkes</a>	South Bedburn Parish Council
Cllr	<a href="#">Harvey Neve</a>	Bishop Middleham Parish Council
Cllr	<a href="#">Bob Simm</a>	Dene Valley Parish Council

#### **Stephen Ashfield** **Shincliffe Parish Council**

I bring extensive experience in local government, education and strategic leadership. As Chair of Shincliffe Parish Council, I chair meetings, provide leadership, line-manage the clerk, and represent the council externally. I have led work across finance, governance, neighbourhood planning, climate and biodiversity, and statutory consultation, with a strong focus on transparency, procedural compliance and community engagement. I also serve nationally as a member of NALC's Smaller Councils Committee and locally as Vice Chair of the CDALC Smaller Councils Forum, giving me a strong understanding of the challenges facing parish and town councils and what practical support works best. In February, I was at the House of Lords contributing feedback on neighbourhoods, devolution and local governance, bringing back learning directly relevant to councils across County Durham. Professionally, I am a science lecturer and apprenticeship assessor at Darlington College, with experience in quality assurance, curriculum design, staff mentoring and regulation. I'm detail-focused, collaborative and pragmatic, used to reading complex reports, spotting risk early, and turning policy into clear, workable decisions. I would bring a constructive, evidence-based voice to the CDALC Executive Committee to support member councils and strengthen the sector.

#### **Sandra Dowson** **Fishburn Parish Council**

Cllr S Dowson has been Fishburn's chairman for 3 years and in this time the Council has moved forward tremendously and are leading and representing our Community and Representatives on many fields. She is an excellent communicator and team player and will bring a great deal to the work and role of CDALC Executive. She has been heavily involved in our former AAP and gained great respect across our AAP area.

#### **Stephen Hann** **Pelton Parish Council**

I have been a parish councillor for 15+ years and Chair for two years within that. The parish forms numerous sub-groups for various projects which I also attend occasionally chairing. I became involved with CDALC over 12 years ago attending as representative for Chester le Street area. I regularly attend the countywide CDALC meetings. I was elected as Vice

Chair of same in 2024. I have also attended government lobby days in London on CDALC's behalf. My interest in community matters has meant that I also involve myself with local health issues and also represent CLS on CDDFT.

## **Angela Hawkes**

### **South Bedburn Parish Council**

Currently I have the privilege of representing residents for the four councils in Weardale and now South Bedburn, in Teesdale. I seek your support in my election as a small council representative in our new Executive. Smaller parish councils face the challenge of balancing the benefits to our residents of our existence as a small Parish Council with the intrinsic costs of this lowest level of democracy. Covering a wide geographical area with small populations, we have significant rural issues including difficulty accessing services; an increasing need for community resilience alongside issues experienced by a growing older population, remote and sometimes isolated. I will continue to do what I believe is important – representing people locally as effectively and honestly as I can and contributing to CDALC's future growth. Just retired, my NHS career covered all health care sectors including leading Trusts, Charing Health and Care Partnerships; I have experience of governance, finance and leading staff and volunteers. I am a Director of Durham Community Action, a county-wide organisation for the Voluntary and Community sector. Hardworking, strategic and responsible, I believe collaboration between large and small councils is vital for our future success as a strong, cohesive and effective CDALC.

## **Harvey Neve**

### **Bishop Middleham Parish Council**

I've served as a Parish Councillor for 13 years, including 7 years as Chair and represented the Four Together partnership on the executive for around a decade. With the committee's reconstitution following boundary changes, I see an opportunity for renewal and am eager to dedicate more time, having recently stepped down from full-time work. My background includes 15 years in Sales and Marketing with a global Blue Chip company, 16 years as a senior manager in the Civil Service focusing on Health and Education and the last few years as Director: Digital Data and Technology at the UK's largest Care Home provider. I now run my own technology consultancy and am a Trustee of Durham Wildlife Trust. I live in Bishop Middleham with my wife and family and enjoy walking and running in the beautiful countryside around us. I'm committed to supporting my community and would very much like the opportunity of continuing to contribute my experience to the new committee.

## **Bob Simm**

### **Dene Valley Parish Council**

We wish to put forward Bob Simm to be selected as the Smaller Council Representative for the CDALC as we are committed to ensuring that the voice of smaller parishes are heard especially Dene Valley. An active Councillor for DVPC, Bob understands the challenges, priorities, and aspirations of small communities, and I believe this role offers an important opportunity to strengthen their influence within County Durham. The introduction of the English Devolution & Community Empowerment Bill makes this an especially significant moment for local government. Smaller councils must be fully represented in shaping how devolved powers and resources are implemented, ensuring that the needs of our communities are not overlooked. Bob wants to contribute to this

process by providing constructive, informed input on behalf of Dene Valley and other small parishes. Bob will work collaboratively, learn from experienced colleagues, and share best practice across councils. His approach is practical, community-focused and grounded in listening to residents' concerns. We believe he can bring commitment, balanced judgment and a strong work ethic to this representative role. We hope you would support Bob's opportunity to serve and to play a positive part in strengthening local democracy in County Durham.



*County Durham*  
***Association of Local Councils***

## CONSTITUTION

---

in association with

**THE NATIONAL ASSOCIATION OF LOCAL COUNCILS**

109 Great Russell Street, London, WC1B 3LD

Last considered and amended at the CDALC Annual General Meeting held on the 24 October 2015

## **1. CONSTITUTION AND NAME**

The County Association shall consist of Parish and Town Councils and Parish meetings in the County of Durham, Darlington Borough and in the Metropolitan Districts of Gateshead and Sunderland and shall be known as the County Durham Association of Local Councils, hereinafter called "CDALC" and having a Constitution which shall be consistent with the provisions of the constitution for the time being in force of the National Association of Local Councils (NALC)

## **2. OBJECTS**

2.1. To represent the interests of the First Tier of Statutory Local Government, comprising of Town and Parish Councils and Parish Meetings in England. Hereafter called collectively 'Local Councils'.

2.2. To provide support and co-ordination to all aspects of the work of Local Councils, as embodied in the following principles of good local government

2.3. To promote the health, safety and well being, both material and cultural of the people in its various communities.

2.4. To attract and hold the interest of its citizens.

2.5. To develop inherent strength to deal with, and work with, all other tiers of local, regional and national government in a valid partnership.

2.6. To adapt itself to change in the way in which the people of the local community, live, work, shop and enjoy themselves.

2.7. To protect, consolidate and develop the existing rights, privileges and functions of Local Councils.

2.8. To encourage and support the universal establishment of elected First Tier Local Government throughout England.

## **3. MEMBERSHIP**

3.1. Every Parish and Town Council and Parish Meeting in the County of Durham, Darlington Borough and in the Metropolitan Districts of Gateshead and Sunderland is eligible for membership of NALC and CDALC.

3.2. The General Meeting may invite other organisations to nominate persons as candidates for co-option to CDALC, and the General Meeting may at its discretion co-opt such persons into Membership provided that the number of such co-opted members shall not exceed one tenth of the total membership.

## **4. SUBSCRIPTIONS**

4.1 Each Member Council shall pay to CDALC on or before 1<sup>st</sup> July in each financial year ending 31<sup>st</sup> March a subscription which shall be based upon the current number of persons on the electoral roll of the parish, the scale to be fixed from time to time by the Executive Committee.

4.2 A local council that becomes a member of CDALC on or before the 30<sup>th</sup> day of September in any financial year shall pay the full subscription in respect of that year. Any local council which first becomes such a member after the 30<sup>th</sup> day of September in any financial year shall pay one half of the subscription in respect of that year.

## **5. MEMBERSHIP OF NALC**

5.1 CDALC shall have the right to withdraw from membership of NALC should circumstances warrant and may pay to NALC in each financial year such sum as may from time to time be fixed by NALC if in membership.

5.2 CDALC is required to pay subscriptions to NALC in two instalments. The first payment on or before 30<sup>th</sup> June calculated at 80% of the total using the previous years membership figure as a base with a balancing

sum paid on or before the last day of September using figures supplied to the NALC by 31<sup>st</sup> August at the latest for the current year.

## **6. RESIGNATION FROM MEMBERSHIP**

Any Member Council wishing to resign from Membership of CDALC may do so by sending written notification to the Executive Officer on or before December 31<sup>st</sup> in any year and such notice shall become effective as from the succeeding March 31<sup>st</sup>.

## **7. ELECTION OF REPRESENTATIVES TO NALC**

CDALC shall be entitled to elect annually not more than three representatives to NALC, one of whom may be appointed to serve on their National Executive Council in accordance with the constitution of NALC. Representatives so elected may attend, speak and vote at meetings of NALC. Representatives to the National Association under the Constitution thereof shall be elected at the Annual General Meeting

## **8. OFFICERS**

8.1. There shall be a President and not more than three (3) Vice Presidents, an Honorary Treasurer and an Honorary Auditor or Honorary Auditors, all of whom shall be elected at the Annual General Meeting in each year and shall respectively be eligible for re-election. The President or Chair of the Executive shall preside at General Meetings. If at any meeting the President or Chair is absent then a Vice President shall be appointed, or some other person from their own number to preside.

8.2. Nominations for the offices of President, Vice President, Honorary Treasurer and Honorary Auditor shall be sent to the Executive Officer twenty-one days clear days before the Annual General Meeting. This does not apply in the case of nominations by the Executive Committee of CDALC.

8.3. Casual vacancies in any of the said offices may be filled by the Executive Committee.

8.4. Each officer shall hold office during the pleasure of CDALC.

## **9. ANNUAL GENERAL MEETING OF ASSOCIATION**

9.1. There shall be an Annual General Meeting held of CDALC as the Executive Committee shall decide. The Executive Officer of CDALC shall give to each member Council and to every ex-Officio and co-opted member of the CDALC not less than twenty eight (28) days clear notice of the date, time and place of the meeting and shall send with such notice an agenda and any proposals for elections sent to him/her in pursuance of paragraph 8.2. Notice of motions to be put before the annual meeting and a copy of the Annual Report and Statement of Accounts for the preceding year shall be sent to each member council, not less than twenty-one days in advance.

9.2. Every Member Council shall be entitled to appoint, and be represented by two persons at the General Meeting and in addition the President, Vice Presidents and Honorary Treasurer shall, ex-officio, be members of the General Meeting.

9.3. All members of the Executive Committee shall be members of the General Meeting.

9.4. The Honorary Auditor shall, ex officio, be a member of the General Meeting save that he may not vote.

## **10. SPECIAL GENERAL MEETINGS**

Special General Meetings, of which not less than fourteen (14) clear days notice shall be given to each Member Council and to every ex-officio and co-opted Member of the General Meeting stating the objects of the Meeting, may be called at any time by the Executive Committee and shall be called by the Executive Officer after the receipt of a requisition in writing signed by not less than twenty (20) representatives of Member Councils of the General Meeting and stating the objects of the Meeting.

## **11. PROCEEDINGS AT ANNUAL OR SPECIAL GENERAL MEETINGS**

11.1. Members and Clerks of each member council shall be entitled to attend and speak but only **one** representative from each council may vote. A representative is a matter for the individual council to determine, i.e. they delegate who is to attend and more importantly who is to vote on behalf of their council.

11.2. The General Meeting may make and vary from time to time rules for the transaction of business at its meetings. No business shall be transacted at any General Meeting unless a quorum of twenty (20) persons entitled to vote be present at the time when the meeting proceeds to business. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting if called on the requisition of representatives, shall be dissolved, and in any other case shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting a quorum is not present, the persons present who are entitled to vote, if not fewer than fifteen (15) at the time when the meeting proceeds to business, shall form a quorum.

## **12. AREA COMMITTEES**

12.1. CDALC may establish Area Committees for areas consisting of one or more AAP's as it may deem necessary. The Membership of each such Committee shall include all the Member Councils within that area. Councils in Darlington Borough and in the Metropolitan Districts of Gateshead and Sunderland are unaffected by Area Committees and may continue with existing arrangements. Each Member Council shall be entitled to appoint up to three (3) representatives, one of whom may be the Clerk to its Area Committees. All members shall be entitled to attend and speak at the meetings but only one representative from each member council may vote (see 11.1 above).

12.2. Chairs of Area Committees shall be elected annually. No person shall be eligible to serve for more than four consecutive years but may stand for re-election after a break of one year.

12.3. Subject to the terms of this Constitution the functions of Area Committees may be determined from time to time by the General Meeting.

12.4. Subject to the directions of the General Meeting, each Area Committee may arrange its own business and may appoint such officers as it may deem necessary. A copy of the minutes of the proceedings of an Area Committee shall be forwarded to the Executive Committee for consideration.

12.5. Area Committees shall meet whenever they consider it to be appropriate.

## **13. COUNTY EXECUTIVE COMMITTEE**

13.1. An Executive Committee shall be appointed annually at the Annual General Meeting of CDALC, consisting of not more than four (4) Members (President, three (3) Vice Presidents) of whom the Vice Presidents shall at the date of appointment by CDALC be Members of Member Councils. The Honorary Treasurer and Honorary Auditor shall be also appointed at the AGM. To enable a greater diversity of Executive Membership, only one representative per council shall be elected to these Executive positions. Any member ceasing to be a parish councillor shall relinquish their office forthwith. The President, Vice Presidents and the Honorary Treasurer of the Association shall be ex-Officio Members.

13.2. The Executive Committee shall meet at least four (4) times in every year and the quorum at any meeting shall be five (5)

13.3. Each Area Committee shall nominate one (1) Member for appointment to the Executive Committee and shall notify details of their nomination to the Executive Officer by 31 August in each year. A casual vacancy arising on the Executive Committee owing to a resignation of the representative of an Area Committee may be filled immediately by the Area Committee concerned.

#### **14. CHAIR AND VICE-CHAIR OF EXECUTIVE COMMITTEE**

14.1. The Executive Committee shall hold its first meeting immediately after the Annual General Meeting each year to appoint a Chair and Vice Chair, at least one (1) of whom shall be a Member of a Member Council when appointed.

14.2. The Chair and Vice Chair shall each hold office during the pleasure of the Executive Committee and shall respectively be eligible for re-election.

14.3. The Chair shall take the chair of the Executive Committee whenever they are present. The Vice-Chair shall perform the duties of the Chair in their absence. If at any meeting the Chair and Vice Chair are absent, the Executive Committee shall elect a Chairman for that meeting from among their number.

14.4. Casual vacancies shall be filled at the next meeting of the Executive Committee.

#### **15. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

15.1. Subject to the provisions of this Constitution, the Executive Committee shall have the power to provide for the conduct, management, control and administration of the affairs of CDALC and may take such steps, incur such expenses, acquire and dispose of such property, enter into such commitments or arrangements and employ such servants or agents as may be suitable for carrying out the policy of the CDALC into effect.

15.2. The Executive Committee shall control the banking and investment of the CDALC funds.

15.3. No money shall be borrowed by or on behalf of the CDALC without the Executive Committees consent.

15.4. The Executive Committee shall present an annual report and submit the audited accounts to the Annual General Meeting.

#### **16. FUNCTIONS OF SUB COMMITTEES**

16.1. The Executive Committee shall have power

- to appoint sub-committees which may include Members of the General Meeting other than members of the Executive Committee,
- to make rules for the transaction of their business and
- to delegate any of its functions to such Sub-Committees.

16.2. The President, Chair and Vice Chair of the Executive Committee shall be ex-officio Members of every Sub Committee. A Sub Committee may co-opt not more than two (2) of its number from persons other than Members of the General Meeting.

#### **17. PLACE AND TIME OF MEETINGS**

The Executive Officer shall give to every person entitled to receive the same, not less than seven (7) clear days notice in writing of the time and place of meetings of the Executive Committee or of any Sub Committee, specifying in such notice the business to be transacted.

---

#### **18. OMISSION TO GIVE NOTICE OF MEETING**

The accidental omission or failure to give notice of any meeting to Member Council or person entitled to receive the same or the non-receipt of any such notice as aforesaid shall not invalidate the proceedings of any such meeting.

#### **19. VOTING**

19.1. At all meetings every question may be determined by voice but a question shall be determined by a show of hands if demanded except in any case in which not less than one third of the persons present demand a ballot when the voting on that question shall be by ballot.

19.2. The person presiding at a General Meeting, a Meeting of the Executive Committee, or a Sub-Committee shall, in addition to his being entitled to vote in the first instance, have a second or casting vote in the case of an equality of votes.

## **20. EXPENSES OF REPRESENTATIVES AND MEMBERS**

20.1. Subject to sufficient money being available for the purpose, the necessary travelling, subsistence and other incidental expenses of representatives or members attending meetings:

- Of the National Association, of the National Council and of any Sub-Committees thereof;
- Of CDALC (other than the Annual General Meeting), of the Executive Committee and of any Sub Committee thereof, may be met wholly or partly from the funds of the CDALC.

## **21. DEFINITION OF MEMBER COUNCIL**

In this Constitution, the term "Member Council" means a Council of a Parish or Town and includes the Parish Meeting of a rural parish not entitled to elect Parish Council and excludes any such Council which at the relevant time has not paid its subscription for the current year.

## **22. ALTERATIONS OF CONSTITUTION**

Any alteration to, or amendment of, or addition to this Constitution may from time to time be made at any General Meeting if approved by a majority of not less than two thirds of the persons present and voting. No alteration, amendment or addition shall be made which is inconsistent with the Constitution for the time being in force of the National Association and any such alteration; amendment or addition shall be subject to the approval of the National Association.

Notice of any motion for such alteration, amendment, or addition, other than a notice given pursuant to a resolution of the Executive Committee, must be given in writing to the Executive Officer of CDALC not less than one calendar month before the meeting, a copy of every such notice, including those given pursuant to a resolution of the Executive Committee, shall be sent by him/her to every Member Council and to each ex-officio and co-opted Member of the General Meeting at least twenty one (21) clear days before the Meeting at which it is to be considered.

## **23. EXECUTIVE OFFICER DELEGATED POWERS**

The executive officer can

- (a) incur expenditure of up to £500 per item, within the CDALC budget.
- (b) secure sponsorship and grant funding to support CDALC.
- (c) in consultation with the Chair, call emergency Executive or full meetings where the need arises.
- (d) organise relevant training courses for both member councils and members of the Executive.
- (e) implement other such matters as may be decided by the Executive Committee from time to time.

To be considered at the CDALC General Meeting held on the 7 March 2026



*County Durham*  
**Association of Local Councils**

# **CONSTITUTION**

in association with

**THE NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Bloomsbury Building, 10 Bloomsbury Way, Holborn, London, WC1A 2SL

## **1. CONSTITUTION AND NAME**

The County Association shall consist of Parish and Town Councils and Parish meetings in the County of Durham, Darlington Borough and in the Metropolitan Districts of Gateshead and Sunderland and shall be known as the County Durham Association of Local Councils, hereinafter called "CDALC" and having a Constitution which shall be consistent with the provisions of the constitution for the time being in force of the National Association of Local Councils (NALC)

## **2. OBJECTS**

- 2.1. To represent the interests of the First Tier of Statutory Local Government, comprising of Town and Parish Councils and Parish Meetings in England. Hereafter called collectively 'Local Councils'.
- 2.2. To provide support, advice and co-ordination to all aspects of the work of Local Councils, as embodied in the following principles of good local government:
  - To promote the health, safety and wellbeing, both material and cultural of the people in its various communities.
  - To attract and hold the interest of its citizens.
  - To develop inherent strength to deal with, and work with, all other tiers of local, regional and national government in a valid partnership.
  - To adapt itself to change in the way in which the people of the local community, live, work, shop and enjoy themselves.
  - To protect, consolidate and develop the existing rights, privileges and functions of Local Councils.
  - To encourage and support the universal establishment of elected First Tier Local Government throughout England.

## **3. MEMBERSHIP**

- 3.1. Every Local Council and Parish Meeting in the County of Durham, Darlington Borough and in the Metropolitan Districts of Gateshead and Sunderland is eligible for membership of CDALC and NALC.
- 3.2. In this Constitution, the term "Member Council" means a Council of a Parish or Town and includes the Parish Meeting of a rural parish not entitled to elect a Parish Council and excludes any such Council which at the relevant time has not paid its subscription for the current year.
- 3.3. The General Meeting may invite other organisations to nominate persons as candidates for co-option to CDALC, and the General Meeting may at its discretion co-opt such persons into Membership provided that the number of such co-opted members shall not exceed one tenth of the total membership.

## **4. SUBSCRIPTIONS**

- 4.1 Each Member Council shall pay to CDALC on or before 1<sup>st</sup> July in each financial year ending 31<sup>st</sup> March a subscription which shall be based upon an amount multiplied by

the current number of persons on the electoral roll of the Local Council. This amount is to be fixed from time to time by the Executive Committee.

- 4.2 A local council that becomes a member of CDALC on or before the 30<sup>th</sup> day of September in any financial year shall pay the full subscription in respect of that year. Any local council which first becomes such a member after the 30<sup>th</sup> day of September in any financial year shall pay one half of the subscription in respect of that year.

## **5. MEMBERSHIP OF NALC**

- 5.1 Councils that are members of CDALC must also be members of NALC. NALC determines its own subscription fee per council and CDALC will collect this and pass these fees to NALC.
- 5.2 CDALC shall have the right to withdraw from membership of NALC should circumstances warrant.

## **6. RESIGNATION FROM MEMBERSHIP**

Any Member Council wishing to resign from Membership of CDALC may do so by sending written notification to the Executive Officer on or before December 31<sup>st</sup> in any year and such notice shall become effective as from the succeeding March 31<sup>st</sup>.

## **7. ELECTION OF REPRESENTATIVES TO NALC**

CDALC shall be entitled to elect annually not more than three representatives to NALC, one of whom may be appointed to serve on their National Assembly in accordance with the constitution of NALC. Representatives so elected may attend, speak and vote at meetings of NALC. Representatives to the National Association under the Constitution thereof shall be appointed by the Executive Committee (see paragraph 12)

## **8. PRESIDENT, HONORARY AUDITOR, HONORARY TREASURER, CHAIR and VICE-CHAIR**

- 8.1. There shall be a President, an Honorary Treasurer, an Honorary Auditor or Honorary Auditors, a Chair and a Vice-Chair.
- 8.2. The President and Honorary Auditor will be elected bi-annually at the Annual General Meeting in each odd numbered year. Nominations for these positions shall be sent to the Executive Officer fifty six (56) clear days before the Annual General Meeting. This timeframe does not apply in the case of nominations by the Executive Committee of CDALC.
- 8.3. The Honorary Treasurer, Chair and Vice-Chair will be elected bi-annually from the ranks of and by the Executive Committee, at its first meeting after the afore-mentioned Annual General Meeting.
- 8.4. All the postholders shall be eligible for re-election.
- 8.5. The President or Chair shall preside at General Meetings. If they are absent, the Vice-Chair will preside, or otherwise some other person from the Executive Committee.

- 8.6. Casual vacancies for the President and Honorary Auditor positions may be appointed by the Executive Committee.
- 8.7. Casual vacancies for the Honorary Treasurer, Chair and Vice-Chair will be filled from and appointed by the Executive Committee at the next meeting of the Executive Committee.
- 8.8. A casual vacancy is a vacancy arising when a post-holder resigns or is otherwise unable to remain in post.
- 8.9. The Chair shall preside at the Executive Committee whenever they are present. The Vice-Chair shall perform the duties of the Chair in their absence. If at any meeting the Chair and Vice Chair are absent, the Executive Committee shall elect a Chair for that meeting from among their number.

## **9. ANNUAL GENERAL MEETING OF ASSOCIATION**

- 9.1. There shall be an Annual General Meeting (AGM) held of CDALC as the Executive Committee shall decide.
- 9.2. Every Member Council shall be entitled to appoint and be represented by two persons at any General Meeting.
- 9.3. All those eligible to attend shall submit motions and nominations to the Executive Officer no later than fifty-six (56) clear days in advance of the meeting.
- 9.4. The Executive Officer of CDALC shall give all those eligible to attend twenty-eight (28) days clear notice of the date, time and place of the meeting and shall include the agenda, notice of motions, nominations for Executive Committee positions, and a copy of the Annual Report and Statement of Accounts for the preceding year.
- 9.5. In exceptional circumstances, the Executive Committee may vary the notice periods set out in paragraphs 9.3 to 9.4, provided that any such variation is necessary, proportionate, and clearly communicated to all those eligible to attend.
- 9.6. For the purposes of this Constitution, any reference to 'clear days' shall mean full calendar days, including weekends and public holidays, but excluding the day on which notice is given and the day of the meeting.

## **10. SPECIAL GENERAL MEETINGS**

- 10.1 Special General Meetings, of which not less than fourteen (14) clear days' notice shall be given to all those eligible to attend stating the objects of the Meeting:
  - may be called at any time by the Executive Committee or
  - shall be called by the Executive Officer after the receipt of a requisition in writing signed by not less than twenty (20) representatives of Member Councils of the General Meeting and stating the objects of the Meeting.

## 11. PROCEEDINGS AT ANNUAL OR SPECIAL GENERAL MEETINGS

- 11.1. Members and Clerks of each Member Council shall be entitled to attend and speak but only one (1) representative from each council may vote. A representative is a matter for the individual council to determine, ie. they delegate who is to attend and more importantly who is to vote on behalf of their council.
- 11.2. All members of the Executive Committee shall be ex-officio, members of the General Meeting. All have voting rights, except the President and Honorary Auditor.
- 11.3. Co-opted members of CDALC may attend and make representations at a General Meeting but do not have voting rights.
- 11.4. The General Meeting may make and vary, from time to time, rules for the transaction of business at its meetings. No business shall be transacted at any General Meeting unless a quorum of twenty (20) persons entitled to vote be present at the time when the meeting proceeds to business. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting if called on the requisition of twenty (20) representatives, shall be dissolved. In any other case it shall stand adjourned to a time and place nominated by the Executive Officer. If, at the adjourned meeting a quorum is not present, the persons present who are entitled to vote, if at least fifteen (15) at the time when the meeting proceeds to business, shall form a quorum.

## 12. CDALC EXECUTIVE COMMITTEE

- 12.1 An Executive Committee shall be appointed bi-annually at the odd numbered year of an Annual General Meeting of CDALC, consisting of:

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
<b>21</b>	<b>Total Number Of Positions (19 voting)</b>			

- 12.2 Nominations for all positions to be elected at an AGM shall be notified to the Executive Officer no later than fifty-six (56) clear days in advance of the meeting.
- 12.3 Only one representative per council shall be nominated to the Executive positions, apart from the President and Honorary Auditor.

- 12.4 Each representative must be a parish or town councillor, apart from the President and Honorary Auditor. Any member ceasing to be a parish councillor shall relinquish their office forthwith.
- 12.5 The Executive Committee shall meet at least four (4) times in every year and the quorum at any meeting shall be five (5)
- 12.6 At the bi-annual Annual General Meeting, where there are positions unfilled after those who have been nominated in advance have had their positions confirmed, nominations will be sought from the attendees at the meeting. If this results in vacancies remaining, the Larger and Smaller Council Forum meetings may appoint to these vacancies. The Forums may similarly deal with any casual vacancies that arise. Where outstanding vacancies exist less than six months prior to a General Meeting, that meeting may appoint to the positions.
- 12.7 Larger Councils are those with an electorate of >6,000 and/or a budget of >£250,000 while all other councils are Smaller Councils.
- 12.8 Larger and Smaller Council Forum meetings will take place on a regular basis, as directed by the Executive Committee. Terms of reference will be determined by the Executive Committee but each member council will be entitled to one vote at any meeting and the chairs and vice-chairs of the Forums must already be members of the CDALC Executive Committee.
- 12.9 A casual vacancy for the representatives from the Darlington, Gateshead and Sunderland areas shall be filled by each of those areas and reported to the Executive Officer.
- 12.10 CDALC appointed parish and town council representatives on Durham County Council's Standards Committee, if not already appointed to the Executive Committee, shall ex officio, be non-voting members of the Executive Committee.
- 12.11 Where an Executive Committee Member fails to attend 3 consecutive ordinary meetings of the Executive Committee they will cease to be a member of the Executive Committee.
- 12.12 Any Member of the Executive Committee who is the subject of a Code of Conduct complaint and is found to have breached their Council's Code of Conduct will forfeit their position on the Executive Committee until the next bi-annual election for Executive Committee membership.
- 
- 12.13 Where a Member of the Executive Committee acts in a manner that may bring the CDALC Executive Committee into disrepute and/or compromise confidence in its integrity, the Executive Committee shall have the power to remove that Member from office.

### **13 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- 13.1 Subject to the provisions of this Constitution, the Executive Committee shall have the power to provide for the conduct, management, control and administration of the affairs of CDALC and may take such steps, incur such expenses, acquire and dispose of such property, enter into such commitments or arrangements and employ such staff or contractors as may be suitable for carrying out the policy of the CDALC into effect.
- 13.2 The Executive Committee shall control the banking and investment of the CDALC funds.
- 13.3 No money shall be borrowed by or on behalf of the CDALC without the Executive Committee's consent.
- 13.4 The Executive Committee shall present an annual report and submit the audited accounts to the Annual General Meeting.

### **14 FUNCTIONS OF SUB COMMITTEES/WORKING GROUPS**

The Executive Committee shall have the power to appoint sub-committees/working groups which may include Members of the General Meeting other than members of the Executive Committee,

- to make rules for the transaction of their business and
- to delegate any of its functions to such Sub-Committees.

The President, Chair and Vice Chair of the Executive Committee shall be ex-officio Members of every Sub Committee/Working group. A Sub Committee/working group may co-opt not more than two (2) of its number from persons other than Members of CDALC member councils and co-opted members of CDALC.

### **15 PLACE AND TIME OF MEETINGS**

The Executive Officer shall give to every person entitled to receive the same, not less than seven (5) clear days notice in writing of the time and place of meetings of the Executive Committee or of any Sub Committee, specifying in such notice the business to be transacted.

### **16 OMISSION TO GIVE NOTICE OF MEETING**

The accidental omission or failure to give notice of any meeting to Member Council or person entitled to receive the same or the non-receipt of any such notice as aforesaid shall not invalidate the proceedings of any such meeting.

### **17 VOTING**

- 17.1 At all meetings every question may be determined by voice but a question shall be determined by a show of hands if demanded except in any case in which not less than one third of the persons present demand a ballot when the voting on that question shall be by ballot.

17.2 The person chairing a General Meeting, a Meeting of the Executive Committee, or a Sub-Committee shall, in addition to being entitled to vote in the first instance, have a second or casting vote in the case of an equality of votes.

## **18 EXPENSES OF REPRESENTATIVES AND MEMBERS**

Subject to sufficient money being available for the purpose, costs incurred for the necessary travel, subsistence and other incidental expenses of representatives or members attending meetings where such expenses are wholly and necessarily incurred in the discharge of their duties:

- Of the National Association, of the National Council and of any Sub-Committees thereof
- Of CDALC (other than the Annual General Meeting), of the Executive Committee and of any Sub Committee thereof, may be met wholly or partly from the funds of the CDALC.

## **19 ALTERATIONS OF CONSTITUTION**

19.1 Any alteration to, amendment of or addition to this Constitution may, from time to time, be made at any General Meeting if approved by a majority of not less than two thirds of the persons present and voting.

19.2 Notice of any motion for such alteration, amendment, or addition, other than a notice given pursuant to a resolution of the Executive Committee, must be given in writing to the Executive Officer of CDALC not less than one calendar month before the meeting, a copy of every such notice, including those given pursuant to a resolution of the Executive Committee, shall be sent by him/her to every Member Council and to each ex-officio and co-opted Member of the General Meeting at least twenty one (21) clear days before the Meeting at which it is to be considered.

## **20 EXECUTIVE OFFICER DELEGATED POWERS**

The executive officer can:

- (a) incur expenditure of up to £1,000 per item, within the CDALC budget.
- (b) secure sponsorship and grant funding to support CDALC.
- (c) in consultation with the Chair, call emergency Executive or full meetings where the need arises.
- (d) organise relevant training courses for both member councils and members of the Executive.
- (e) implement other such matters as may be decided by the Executive Committee from time to time.

**From:** General Secretary  
**Sent:** 15 February 2026 12:18  
**To:**  
**Subject:** NAC Conference, Scarborough

**National Association of Councillors**

**Conference at The Royal Hotel, Scarborough**

**27<sup>th</sup>-29<sup>th</sup> March 2026**

Subjects,

1. Youth Engagement in Politics
2. Navigating Social Media as a Councillor

At this event in Scarborough the regional Committee has decided to have two subjects for the weekend in order to attract a larger audience and engage with more councillors. I have put some of the detail below and I hope as many as possible attend this excellent event. As you can see by the subjects this will be of interest to Councillors at all levels of Local Government in all parts of the United Kingdom.

Please find attached the booking form and I hope to see you there.

**Youth Engagement in Politics**

Welcome to our conference which will look at the vital role of young people in shaping the political landscape. We will discuss the challenges, opportunities, and innovative pathways for increasing youth participation in political processes. Over the course of the event, we will examine the barriers to engagement and celebrate successful initiatives, all with the aim of empowering young citizens to become active agents of change in their communities and beyond.

**Navigating Social Media as a Councillor**

We will look at navigating social media as a councillor. In an era where digital platforms shape public opinion and facilitate dialogue, social media presents both opportunities and challenges for those in public office. Today, we will explore best practices for effective online engagement, strategies for fostering positive community interaction, and methods for managing the potential pitfalls that come with a highly visible digital presence.

Councillor Brian Nelson  
National Secretary  
National Association of Councillors  
0191 3789947 office  
0779 1574879 mobile

NATIONAL ASSOCIATION OF COUNCILLORS,  
Conference

1. Youth Engagement in Politics

2. Navigating Social Media

The Royal Hotel, Scarborough, 27<sup>th</sup>-29<sup>th</sup> March 2026

Delegate Booking Form

Name of Delegate.....

Organisation .....

Delegate's Address.....

Postcode.....Telephone Number.....

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

Printed Name.....

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

To Register – Complete the delegate details above, and Email a copy of this form to Cllr Brian Nelson  
Generalsecretary@nationalassociationofcouncillors.org

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

£295 plus VAT - Town, Parish and Community Councils

INVOICE – please send invoice to .....

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.***

**From:** General Secretary  
**Sent:** 10 February 2026 10:39  
**Subject:** Meeting dates

Dear all

Please find attached dates for this years meetings. Please note the next meeting is on Saturday 7th March. A Saturday is being trialled at the request of some attendees. If other dates change I will of course notify you.

Regards

Councillor Brian Nelson  
National Secretary  
National Association of Councillors  
0191 3789947 office  
0779 1574879 mobile

**NAC Meeting Dates 2026**

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>	<b>WHO</b>
19/01/2026	10-30am	Station Hotel, Carlisle	General Management Committee
07/03/2026	11.00am	Station Hotel, Carlisle	General Management Committee
15/06/2026	10-30am	Station Hotel, Carlisle	General Management Committee
05/10/2026	10.30am	Station Hotel, Carlisle	General Management Committee
21/11/2026	9.45am	TBC	AGM