

HORDEN PARISH COUNCIL
Minutes of Meeting held 7 May 2026

- Present:** Councillor F Leadbitter (Chairman)
 Councillors T Baldesera, C Cain, E Laing, C Robson, T Usher, J Ward, G Wetherell,
 L Williams, F Winrow and W Morrow.
- Staff:** Mr C Jackson (Clerk to the Council) and Miss B Howarth (Assistant Clerk)
- HPC**
26/27/001 **Election of Chairman**
RESOLVED: That Councillor William Morrow be elected as Chairman for 2026/27.
 Councillor William Morrow signed the declaration of acceptance of office for the position of
 Chairman.
- HPC**
26/27/002 **Election of Vice Chairman**
RESOLVED: That Councillor Frank Leadbitter be elected as Vice Chairman for 2026/27.
- HPC**
26/27/003 **Declaration of Acceptance of office**
RESOLVED: Item was removed from the agenda as not relevant.
- HPC**
26/27/004 **Apologies for Absence**
RESOLVED: That apologies be **ACCEPTED** for Councillor D Tait, C Armstrong, R Bagnall and D
 Bellingham.
- HPC**
25/26/005 **Declaration of Disclosable Pecuniary Interests and Other Registerable Interests**
RESOLVED: None.
- HPC**
26/27/006 **Minutes of the Horden Parish Council Meeting held 2 April 2026**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC**
26/27/007 **Minutes of the Personnel Committee Meeting held 2 March 2026**
RESOLVED: That the Minutes be confirmed as a true record, Council **NOTE** the information.
- HPC**
26/27/008 **Review of Scheme of Delegation and Terms of Reference of Council Committees, Sub**
Committees, Staff and other local authorities
RESOLVED: Council **APPROVE** the changes to the scheme of Delegation.
- HPC**
26/27/009 **Election of Members to Committees**
RESOLVED: that the following elections to Committees be made for 2026/27:
Personnel Committee: Councillors T Baldesera, C Cain, J Ward, G Wetherell, L Williams.
Chairman: Councillor L Williams. **Vice Chairman:** Councillor C Cain. **Substitutes:** None
 appointed.
Appeals Panel: Councillors C Armstrong, F Leadbitter, F Winrow and P Laing.
Chairman: to be appointed at any meeting of the panel. **Substitutes:** Any non-personnel
 Councillor.
Employee Forum: Councillors T Baldesera, C Cain, J Ward, G Wetherell, L Williams.
Chairman: Councillor L Williams. **Substitutes:** None appointed.
Asset and Risk Committee: Councillors C Cain, F Winrow, C Armstrong, T Baldesera and
 P Laing. **Chairman:** Councillor C Cain. **Vice Chairman:** Councillor F Winrow. **Substitutes:**
 None appointed.
Events Management Working Group: Councillors P Laing, C Armstrong, F Winrow,
 L Williams and G Wetherell. **Chairman:** Councillor L Williams. **Substitutes:** Any Councillors
 can attend.

Further that any committee member who is not able to attend a meeting advises the Clerk of
 their substitute not less than 24 hours prior to a meeting.

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- HPC
26/27/010 **Appointment of New Committees**
RESOLVED: No new committees formed.
- HPC
26/27/011 **Review of Standing Orders**
RESOLVED: Council **AGREE** to adopt the Standing Orders.
- HPC
26/27/012 **Review of Financial Regulations**
RESOLVED: Council **AGREE** to adopt the Financial Regulations.
- HPC
26/27/013 **Review of Arrangements with other Bodies**
RESOLVED: Council **APPROVE** the arrangements as set out in the report.
- HPC
26/27/014 **Election of Members to Outside Bodies**
RESOLVED: To **APPOINT** the following members to outside bodies **County Durham Association of Local Councils and Larger Councils Forum** – Councillors F Leadbitter and T Baldesera plus the Clerk to the Council; **East Durham Association of Parish & Town Councils**–Councillors F Leadbitter, W Morrow and J Ward; **Horden Residents' Association** – Councillor J Ward; **Horden Community Welfare Football Club** – Councillor G Wetherell; **Horden MineWater Steering Group** - Councillors W Morrow and F Leadbitter.
- HPC
26/27/015 **Confirmation of Insurance Cover 26/27**
RESOLVED: Council **NOTE** the long-term agreement with Zurich Municipal which runs out June 2027.
- HPC
26/27/016 **2026/27 Subscriptions**
RESOLVED: Council **APPROVE** the payment of subscriptions for 2026/27 to:
Institute of Cemetery and Crematorium Management.
Northeast Regional Employers Organisation.
National Association of Councillors.
County Durham Association of Local Councils.
Society of Local Council Clerks.
Information Commissioners Office.
Grounds Management Association.
- HPC
26/27/017 **Meeting dates 2026/27**
RESOLVED: Council **APPROVE** the schedule of meetings with the inclusion of an August recess.
- HPC
26/27/018 **Public Participation**
No members of the public were present.
- HPC
26/27/019 **Register of Delegated Decisions**
RESOLVED: Council **NOTE** there are no additional decisions to approve.
- HPC
26/27/020 **Damage and Incident Report**
RESOLVED: Council **NOTE** the report.
- HPC
26/27/021 **Cemetery Burial and Income Report 23 March to 26 April 2026**
RESOLVED: Council **NOTE** the report.
- HPC
26/27/022 **Bank Signatories**
RESOLVED: Council **NOTE** the report. Council **AGREE** to remove Samantha Shippen from the approved signatories and add Brooke Howarth as Assistant Clerk to both the Co-op and CCLA bank accounts.
- HPC
26/27/023 **Parish Council Financial:**
a) Bank Balances (Balance Sheet).
RESOLVED: Council **APPROVE** the Bank Balances to 31/3/2026 of £1,141,361.33, noting that year-end adjustments may occur.

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- HPC
26/27/024 **b) Finance Report to 31/3/2024 - Month 12**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 12.
- HPC
26/27/025 **c) Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council APPROVE debit card transaction totalling £348.41.
- HPC
26/27/026 **d) Petty Cash**
RESOLVED: Council APPROVE petty cash balance of £11.83.
- HPC
26/27/027 **e) Bank Transfer(s)**
RESOLVED: Council ENDORSE the transfer of £320,000 from the Co-op bank to the CCLA bank.
- HPC
26/27/028 **Invoices for endorsement for Payment**
RESOLVED: To ENDORSE payment of the attached schedule of invoices plus the additional schedule totalling £48,458.92. Councillors W Morrow and F Leadbitter to authorise.
- HPC
26/27/029 **Members/Officers Allowances**
No Members/Officers Allowances to report.
- HPC
26/27/030 **Notification of Annual Assembly Date**
RESOLVED: Council NOTE the date of 28th May 2026.
- HPC
26/27/031 **Request from NE Credit Union**
RESOLVED: Council APPROVE the request.
- HPC
26/27/032 **Request from Durham Deafened Support**
RESOLVED: Council NOTE the request. Council ADVISE Clerk to negotiate with DDS.
- HPC
26/27/033 **Pride In Place Project**
RESOLVED: Council NOTE the information and will ADVISE the Clerk with any comments.

Meeting concluded at 6:35pm.

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Horden Parish Council Invoices for Payment April 2026

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon Business Limited	01.04.26	Pop Up Gazebo	£85.99	BACS
Amazon Business Limited	01.04.26	Pop Up Gazebo	£85.99	BACS
Amazon Business Limited	01.04.26	Pop Up Gazebo	£85.99	BACS
Amazon Business Limited	15.04.26	2 x First Aid Kits - Cemetery & Memorial Park	£38.97	BACS
Amazon Business Limited	19.04.26	Cleaning Supplies - SWC	£70.18	BACS
Amazon Business Limited	30.04.26	Blue Roll & Toilet Gel - SWC	£42.89	BACS
Apogee Corporation Limited	08.04.26	Photocopier Rental 07/04/2026 - 06/07/2026	£176.75	BACS
Banner Group Limited	27.04.26	Stationery Various	£42.14	BACS
Co-operative Bank	01.04.26	BACS/FD Online Fees - March 2026	£71.46	D/D
Co-operative Bank	01.05.26	BACS/FD Online Fees - April 2026	£75.00	D/D
Corona Energy	03.04.26	Sunderland Road Pavilion Electricity 01/03/2026 - 31/03/2026	£162.01	D/D
Corona Energy	06.05.26	Sunderland Road Pavilion Electricity 01/04/2026 - 30/04/2026	£157.30	D/D
County Durham Association of Local Councils	01.04.26	Annual CDALC Subscription 2026/2027	£1,241.39	BACS
Creative Youth Opportunities	21.04.26	Easter Event	£700.00	BACS
Culligan (UK) Limited	15.04.26	Water Cooler Rental & Service - April 2026	£34.20	D/D
DAC Beachcroft	16.04.26	VAT element of Professional Fee (insurance claim)	£680.00	BACS
Document Solutions UK Ltd	27.04.26	Photocopying Fees April 2026	£32.07	D/D
Document Solutions UK Ltd	30.04.26	Machine Collection	£300.00	D/D
Durham County Council	28.04.26	Annual Bar Licence	£180.00	BACS
E-on Next	01.04.26	Gas SWC 02/03/2026-31/03/2026	£872.94	D/D
Hutton Fire Protection Limited	21.04.26	Annual Fire Extinguisher Service, SWC, Memorial Park, Sunderland Road, Cemetery	£144.00	BACS
Institute of Cemetery and Crematorium Management	01.04.26	ICCM Subscription 2026/2027	£110.00	BACS
ITC Service Limited	21.04.26	Remote Support - Set up Scanning	£114.00	D/D
ITC Service Limited	30.04.26	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - May 2026	£462.61	D/D
Microshade Business Consultants Ltd	01.04.26	Hosted Application Service - Rialtas - April 2026	£215.76	BACS
Moorepay Limited	30.04.26	One Off Charges for Training	£240.00	D/D
Moorepay Limited	30.04.26	Software Payroll Setup	£163.50	D/D
Moorepay Limited	30.04.26	Payroll Fees 30/03/2026 - 19/04/2026	£56.91	D/D
National Association of Councillors	21.04.26	Membership 2026/2027	£360.00	BACS
North East Regional Employers Organisation	16.04.26	Advisory Service to 31/03/2027	£354.00	BACS
Octopus Energy	13.04.26	Cemetery Lodge Gas & Electricity 12/03/2026 - 12/04/2026	£29.33	D/D
Octopus Energy	14.04.26	Welfare House Gas & Electricity 12/03/2026 - 13/04/2026	£30.36	D/D
Origin Amenity Solutions	05.05.26	Pitches Seed & R9 Seed	£240.00	BACS

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Rialtas Business Solutions Limited	01.04.26	Omega, Cemeteries, Asset Inventory Annual Support & Maintenance, and Making Tax Digital for VAT Annual Subscription 01/04/2026 - 31/03/2027	£2,235.60	BACS
Scottish Power	03.04.26	SWC Electricity 04/03/2026 - 02/04/2026	£629.32	D/D
Scottish Power	03.04.26	Cemetery Electricity 03/03/2026-01/04/2026	£45.81	D/D
Scottish Power	03.04.26	Memorial Park Electricity 03/03/2026 - 01/04/2026	£25.69	D/D
Scottish Power	01.05.26	SWC Electricity 03/04/2026 - 30/04/2026	£538.51	D/D
Scottish Power	05.05.26	SWC Electricity 01/05/2026 - 05/05/2026	£41.38	D/D
Screwfix Direct Limited	15.04.26	Safety Boots - AL	£37.99	BACS
Screwfix Direct Limited	21.04.26	2 x Spools Strimmer Line	£71.98	BACS
Select Telecom Limited	31.03.26 RCVD 13.04.26	Admin Phone Lines/Calls/Internet - April 2026	£170.93	D/D
Station Road Allotments	30.04.26	Scaffolding Boards & Artificial Grass	£698.00	BACS
TJ's Heating & Home Improvements	03.05.26	Replace Taps, Light Sensor & Shower Light - Sunderland Road Changing Rooms	£360.00	BACS
TJ's Heating & Home Improvements	03.05.26	Cemetery Lodge & Welfare House Annual Boiler Service	£155.00	BACS
Uniform Supplies Limited	06.05.26	Staff Uniform	£238.43	BACS
Vodafone	20.04.26	Mobile Phones	£49.00	D/D
Wex	06.04.26	Equipment Fuel - Cemetery	£116.78	D/D
Wex	23.03.26 RCVD 09.04.26	Vehicle Fuel	£69.26	D/D
Wex	26.04.26	Vehicle Trackers	£14.40	D/D
Wex	04.05.26	Equipment Fuel - Cemetery	£137.12	D/D
OTHER PAYMENTS				
Co-op Bank	02.04.26	Wages Week 52	£4,981.10	BACS
Co-op Bank	09.04.26	Wages Week 1	£4,613.12	BACS
Co-op Bank	16.04.26	Wages Week 2	£4,478.48	BACS
Co-op Bank	23.04.26	Wages Week 3	£5,080.24	BACS
Co-op Bank	30.04.26	Wages Week 4	£5,238.65	BACS
Durham County Council	30.04.26	Superannuation Weeks 1 - 4	£5,022.88	BACS
HMRC	30.04.26	PAYE Weeks 1 - 4	£5,753.51	BACS
Horden Parish Council APRIL 2026 TOTAL			£48,458.92	

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