

HORDEN PARISH COUNCIL
Minutes of Meeting held 4 June 2026

- Present:** Councillor W Morrow (Chairman)
 Councillors T Baldasera, C Cain, E Laing, C Robson, T Usher, J Ward, G Wetherell,
 F Winrow, R Bagnall, D Bellingham and F Leadbitter.
- Staff:** Mr C Jackson (Clerk to the Council) and Miss B Howarth (Assistant Clerk)
- HPC 26/27/034** **Apologies for Absence**
RESOLVED: That apologies be **ACCEPTED** for Councillor C Armstrong, Apologies were conveyed to Officers for Councillor D Tait but not brought to the meeting.
- HPC 26/27/035** **Declarations of Interest**
 No declarations of interest were made.
- HPC 26/27/036** **Minutes of the Horden Parish Council Meeting held 7 May 2026**
RESOLVED: The minutes were confirmed as a true and accurate record and signed by the Chairman.
- HPC 26/27/037** **Public Participation**
 No members of the Public were present.
- HPC 26/27/038** **Register of Delegated Decisions**
RESOLVED: Council **NOTE** there are no additional decisions to approve.
- HPC 26/27/039** **Damage and Incident Report**
RESOLVED: Council **NOTE** the report.
- HPC 26/27/040** **Cemetery Burial and Income Report April to May 2026**
RESOLVED: Council **RECIEVE** the information.
- HPC 26/27/041** **County Council Update**
RESOLVED: Council **NOTE** the report.
- HPC 26/27/042** **Cash Withdrawal and Debit Card Transactions.**
RESOLVED: Council **APPROVE** the debit card transactions totalling £50.00.
- HPC 26/27/043** **Bank Transfer(s)**
 The Clerk stated that £60,000 was transferred from the CCLA account to the Current account.
RESOLVED: Council **ENDORSE** the transfer from the CCLA account to the Current account.
- HPC 26/27/044** **Invoices for endorsement for Payment**
RESOLVED: Council **ENDORSE** payment of the attached schedule of invoices plus additional schedule totalling £41,927.36. Councillors F Leadbitter and W Morrow to authorise.
- HPC 26/27/045** **Members/Officers Allowances**
 The Clerk advised that Members Participaction Allowances for 2026/27 would be processed on the last Monday in June, to all Members who did not notify in writing not to receive them. Payment will be made the following Thursday.
RESOLVED: Council to **NOTE** the information.
- HPC 26/27/046** **IT Policy**
RESOLVED: Council **APPROVE** the IT policy.

WJ 2/7/26

Annual Governance & Accountability Return

HPC
26/27/047

a) Internal Auditors Report

RESOLVED: Council **RECEIVE** the information and **NOTE** recommendation 1:

1. To avoid any ambiguity the councils Standing Orders could, although not required, be amended to show the financial purchase limits shown in its Financial Regulations. This will ensure that consistent values are in place for the acquisition of all purchases between Standing Orders and Financial Regulations.

Council **APPROVE** recommendation 2:

2. Should undertake a data audit as soon as practicable to ensure future compliance with section O of the internal audit report and assertion 10 of the AGAR governance statement.

3. Should prepare and approve and IT policy.

Council **AGREE** to consider an action plan to take these recommendations into account.

HPC
26/27/048

b) Annual Governance Statement

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

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

RESOLVED: Council responded Yes to this statement.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

RESOLVED: Council responded Yes to this statement.

3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business manage its finances.

RESOLVED: Council responded Yes to this statement.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

RESOLVED: Council responded Yes to this statement.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

RESOLVED: Council responded Yes to this statement.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

RESOLVED: Council responded Yes to this statement.

7. We took appropriate action on all matters raised in reports from internal and external audit.

RESOLVED: Council responded Yes to this statement.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

RESOLVED: Council responded Yes to this statement.

9. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

RESOLVED: Council responded Yes to this statement.

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during practices during the year under review.

RESOLVED: Council responded No to this statement. However, the council **NOTE** that the IT Policy has now been approved and the data roadmap has been completed.

HPC
26/27/049

c) Annual Accounting Statements

RESOLVED: that Council **APPROVE** the Annual Accounting Statements for 2025/26 to be signed by the Chairman with the minute reference being inserted once minutes are produced.

HPC
26/27/050

Notification of Dates for Electors' Rights

RESOLVED: that Council **APPROVE** the dates of the Exercise of Public Rights.

WM
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HPC **Earmarked Reserves**
26/27/051 **RESOLVED:** Council **APPROVE** the allocation of Earmarked Reserves.

HPC **Thorpe Road Cemetery Teddy Bear SMILE Memorial Area**
26/27/052 **RESOLVED:** Council **NOTE** the date.

HPC **Sunderland Road Catering Van**
26/27/053 **RESOLVED:** Council **ADVISED** the Clerk to contact the individual and deal with the query.

Meeting concluded at 6:32pm.

Horden Parish Council Invoices for Payment May 2026

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies & Engraving	26.05.26	Engraving Chain of Office and Laminate Strip	£18.00	BACS
Amazon	01.06.26	Toilet Paper - SWC	£28.99	BACS
Amazon	01.06.26	Multisurface Polish - SWC	£9.79	BACS
Amazon	31.05.26	Vinyl Gloves, Hand Towels and Paddington Bear	£49.80	BACS
Co-operative Bank	01.06.26	BACS/FD Online Fees - May 2026	£69.28	D/D
Culligan (UK) Limited	18.05.26	Water Cooler Rental & Service - May 2026	£34.20	D/D
Durham County Council	14.05.26 RCVD 27.05.26	Building Compliance Charges SWC Lift and Boiler 2026/2027	£889.36	BACS
East Durham College	08.05.26	Employer Contribution - AL	£300.00	BACS
Grounds Management Association	01.05.26	Membership 31/05/2026 - 30/05/2027	£196.00	BACS
Wilf Husband	30.04.26	Top Soil	£420.00	BACS
Hutton Fire Protection Limited	28.05.26	Various Works Memorial Park, Sunderland Road and Cemetery	£264.00	BACS
ITC Service Limited	31.05.26	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - June 2026	£462.61	D/D
Magnum Cleaning Services	18.05.26	Window Cleaning - SWC	£45.00	BACS
Microshade Business Consultants Ltd	01.05.26	Hosted Application Service - Rialtas - May 2026	£215.76	BACS
MKM BS (Peterlee) Limited	27.05.26	Plywood Sheets - Cemetery	£133.03	BACS
Moorepay Limited	29.05.26	Payroll	£78.68	BACS
Network Rail	14.05.26	Station Road Water Pipe Rent 24/06/2026 - 23/06/2027	£52.19	BACS
Octopus Energy	12.05.26	Cemetery Lodge Gas & Electricity 13/04/2026 - 11/05/2026	£24.71	D/D
Octopus Energy	12.05.26	Welfare House Gas & Electricity 14/04/2026 - 11/05/2026	£26.67	D/D
PHS Group (was Citron Hygiene UK Limited)	21.05.26	Fuel Surcharge	£5.04	BACS
Pirtek Cleveland	28.05.26	Cemetery Tractor Repairs	£298.91	BACS
Playsafety Limited (RoSPA)	02.06.26	Annual Playground Inspections	£475.20	BACS
PPL PRS Limited	18.05.26	Music Licence 13.02.2026-12.02.2027 - SWC	£163.15	BACS
Scott Memorials of Distinction	22.05.26	Balance Memorial Stone Teddy Bear Memorial	£485.00	BACS
Scottish Power	06.05.26	SWC Gas 02/04/2026 - 06/05/2026	£747.11	D/D
Scottish Power	06.05.26	Cemetery Electricity 02/04/2026 - 06/05/2026	£44.64	D/D

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Scottish Power	06.05.26	Memorial Park Electricity 02/04/2026 - 06/05/2026	£32.43	D/D
Screwfix	20.05.26	Fire Exit Signs	£35.94	BACS
Select Telecom Limited	30.04.26 RCVD 12.05.26	Admin Phone Lines/Calls/Internet - May 2026	£171.80	D/D
Shoreline Fire Compliance Limited	02.06.26	Service Intruder Alarm - Memorial Park	£72.00	BACS
Shoreline Fire Compliance Limited	02.06.26	Bi-Annual Service Fire Alarm & Emergency Lighting - Memorial Park	£120.00	BACS
Shoreline Fire Compliance Limited	02.06.26	Bi-Annual Service Fire Alarm & Emergency Lighting - SWC	£120.00	BACS
Shoreline Fire Compliance Limited	02.06.26	Bi-Annual Service Fire Alarm & Emergency Lighting - Sunderland Road	£120.00	BACS
Treasured Memories Limited	26.05.26	Memorial Plaque - LJ&R J	£136.02	BACS
Vodafone	20.05.26	Mobile Phones	£49.00	D/D
Wex	18.05.26	Equipment Fuel	£93.89	D/D
Wex	31.05.26	Vehicle Trackers	£14.40	D/D
OTHER PAYMENTS				
Co-op Bank	07.05.26	Wages Week 5	£5,172.25	BACS
Co-op Bank	14.05.26	Wages Week 6	£5,197.54	BACS
Co-op Bank	21.05.26	Wages Week 7	£5,158.45	BACS
Co-op Bank	28.05.26	Wages Week 8	£5,157.85	BACS
Durham County Council	02.06.26	Superannuation Weeks 5 - 9	£6,751.85	BACS
HMRC	02.06.26	PAYE Weeks 5 - 9	£7,986.82	BACS
		Horden Parish Council MAY 2026 TOTAL	£41,927.36	

W
2/8/26