

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

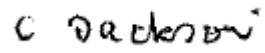
29 May 2026

Dear Member

You are hereby summoned to attend the Meeting of Horden Parish Council (meeting in their capacity as the Trustee of Horden Recreation Ground) to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 4th June 2026 immediately following the Meeting of Horden Parish Council for the purposes of transacting the following business:

HORDEN RECREATION GROUND
ORDER OF BUSINESS
Meeting to be held 4 June 2026

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 7th May 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 Committee on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
- 5 **Register of Delegated Decisions (enclosed)** – to note there are no decisions since the last report.
- 6 **Damage and Incident Report(s)** – to consider the report.
- 7 **Trustee Report 2025/26**
 - a) Internal Audit – to consider report.
 - b) Accounting Statement – to consider for approval.
 - c) Trustee Report – to consider report.
- 8 **Invoices for endorsement for payment (enclosed)** – to approve payment.
- 9 **Confidential: Horden Heritage Centre and Vintage Tea Room update** – to consider the report.


Colin Jackson
Clerk to the Council
29th May 2026

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

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 7 May 2026

- Present:** Councillor F Winrow (Chairman)
 Councillors T Baldesera, C Cain, E Laing, C Robson, T Usher, J Ward, G Wetherell,
 L Williams, F Leadbitter and W Morrow.
- Staff:** Mr C Jackson (Clerk to the Council) and Miss B Howarth (Assistant Clerk)
- HRG 26/27/001** **Election of Chairman**
RESOLVED: That Councillor Frank Leadbitter be elected as Chairman for 2026/27.
- HRG 26/27/002** **Election of Vice Chairman**
RESOLVED: That Councillor Dave Tait be elected as Vice Chairman for 2026/27.
- HRG 26/27/003** **Apologies for Absence**
RESOLVED: That apologies be **ACCEPTED** for Councillor D Tait, C Armstrong, R Bagnall,
 D Bellingham.
- HRG 26/27/004** **Declarations of Interest in items on the agenda**
 No Declarations were made.
- HRG 26/27/005** **Minutes of the Meeting held 2nd April 2026**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.
- HRG 26/27/006** **Public Participation**
 No members of the public were present.
- HRG 26/27/007** **Register of Delegated Decisions**
 No delegated decisions were made.
- HRG 26/27/008** **Damage and Incident Reports**
RESOLVED: Trustee **NOTE** the report.
- HRG 26/27/009** **Recreation Ground Financial:**
a) Bank Balance as at 31/03/2026.
 The Clerk to the Council reported the bank balance as of 31 March 2026 being £12,966.01.
RESOLVED: Trustee **APPROVE** the bank balance.
- HRG 26/27/010** **b) Finance Report to 31/03/2026.**
RESOLVED: Trustee **APPROVE** the unaudited Income, Expenditure and Variances Report to
 31 March 2026.
- HRG 26/27/011** **c) Invoices for Endorsement for payment**
RESOLVED: Trustee **APPROVE** payment of the schedule of invoices totalling £6,407.31.
- HRG 26/27/012** **Recyke y'bike request**
RESOLVED: The Trustee **APPROVE** the request.
- HRG 26/27/013** **Big Foot Studio CIC request**
RESOLVED: Trustee **ADVISE** Clerk to set up a working group and arrange a meeting with Big
 Foot Studio CIC.

Meeting concluded at 6:58pm.

Horde Recreation Ground Invoices for Payment - April 2026

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon Business Ltd	15.04.26	First Aid Kit	£21.98	BACS
Banner Group Limited	21.04.26	Blue Roll and Refuse Sacks	£140.72	BACS
Hutton Fire Protection Limited	21.04.26	Annual Fire Extinguisher Servicing	£162.00	BACS
Origin Amenity Solutions	16.04.26	Wetting Agent, Liquid Fertilizer and Grass Seed	£831.20	BACS
Origin Amenity Solutions	04.05.26	Priest Weedkiller	£48.00	BACS
Origin Amenity Solutions	05.05.26	Fertiliser	£233.52	BACS
Rialtas Business Solutions Limited	01.04.26	Annual software support for 5 Alpha Users and Making Tax Digital for VAT Annual Subscription 01/04/2026 - 31/03/2027	£511.20	BACS
Rickerby Limited	31.03.26 RCVD 08.04.26	Refurb & Sharpen Dennis Cassette	£119.40	BACS
Scottish Power	03.04.26	Staff Building 03/03/2026 - 01/04/2026 (£68.45 recharged to Heritage Tearooms)	£239.74	D/D
Scottish Power	03.04.26	No2 Floodlights 03/03/2026 - 01/04/2026	£22.17	D/D
Scottish Power	03.04.26	Welfare Park Electricity 03/03/2026 - 01/04/2026	£64.52	D/D
Scottish Power	03.04.26	Cricket Pavilion Electricity 03/03/2026 - 01/04/2026	£25.42	D/D
Scottish Power	06.05.26	Staff Building 02/04/2026 - 06/05/2026 (£120.09 recharged to Heritage Tearooms)	£235.12	D/D
Screwfix Direct Ltd	13.04.26	2 x Tubes of Resin	£15.96	BACS
Screwfix Direct Limited	13.04.26	Grinding Discs, Tube of Resin and Safety Boots - AB	£57.06	BACS
Select Telecom Ltd	31.03.26 RCVD 13.04.26	Fibre Broadband - April 2026	£91.19	D/D
Shoreline Fire Compliance Limited	05.05.26	Replace Battery Intruder Panel - Tearooms	£96.00	BACS
Smartest Energy	02.04.26	Welfare Ground Electricity 01/03/2026-31/03/2026 (Fully recharged to HCWFC)	£302.84	D/D
Smartest Energy	05.05.26	Welfare Ground Electricity 01/04/2026-30/04/2026 (Fully recharged to HCWFC)	£264.63	D/D
TJ's Heating & Home Improvements	03.05.26	Park House Boiler Annual Service	£75.00	BACS
TJ's Heating & Home Improvements	03.05.26	New Shower and Light - Cricket Pavilion, New Light Switch Staff Building Toilet, New Toilet Filler - Tearooms	£449.00	BACS
TJ's Heating & Home Improvements	03.05.26	Toilet Filler, Kitchen Heaters & Away Side Heater Repairs - Grandstand	£355.00	BACS
Uniform Supplies Ltd	06.05.26	Staff Uniform	£166.32	BACS
Veolia Limited	30.04.26	Trade Waste - April 2026	£346.08	D/D
Wex	06.04.26	Equipment Fuel and Monthly Card Fee	£136.60	D/D
Wex	20.04.26	Equipment Fuel	£144.46	D/D
Wex	27.04.26	Equipment Fuel	£144.36	D/D
Wex	04.05.26	Monthly Card Fee	£6.00	D/D
OTHER PAYMENTS				
Wave	13.04.26	Water - Horde Heritage Centre 13/01/2026-12/04/2026 (full recharge to Heritage Tearooms)	£97.30	D/D
Wave	13.04.26	Water - Football Grandstand 13/01/2026-12/04/2026 (£319.07 recharged to Bigfoot & £687.30 to HCWFC)	£1,004.52	D/D
Horde Recreation Ground APRIL 2026 TOTAL			£6,407.31	

HORDEN PARISH COUNCIL

DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 26/5/26 2.10pm
Location: Welfare Park
Damage Found (please give as much detail as possible)
Motorbike with two male youths, wearing dark clothing, trainers and balacabras; drove through the park (sounded as if they entered at point 3) down the drive towards the office at slow speed and exited through the main bottom gate.
Bike was black and yellow. I heard a member of the public shout get out (I was in a fenced off field at the time.)

Completed by: Milly Parry Date: 26/5/26

Police Notified: YES / NO Officer dealing:

Time Police notified:

Remedial Action Taken:

Checked CCTV - NO Number Plates.

OFFICE USE:

Has available CCTV been checked: YES / ~~NO~~

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

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

Completed by: Date:

Date received by Parish Council Office: 27/05/26

INTERNAL AUDIT REPORT

HORDEN PARISH COUNCIL - HORDEN RECREATION GROUND WELFARE TRUST CHARITY ARRANGEMENTS.

FOR INFORMATION MEMBERS OF THE HORDEN PARISH COUNCIL AND HORDEN RECREATION GROUND WELFARE TRUST.

MAY 2026

Introduction

1 As part of the 2025/26 Internal Audit Plan, an audit was carried out in January 2026 to evaluate the control framework in place on the management of the risks associated with Horden Parish Council and their Horden Recreation Ground Welfare Trust charity arrangements.

2 The last audit in this area was carried out in February 2025 when a Substantial Level of assurance was provided. This assurance level is defined as:-

“There is a sound system of control. Any weaknesses identified expose some of the system objectives to minor risk.”

3 This year’s audit examines the financial arrangements in place for the Horden Recreation Ground Welfare Trust including receipts and payments, banking arrangements and grant money requested and received from Horden Parish Council covering the period 1 April 2025 to 31 December 2025.

Conclusion

4 The recent audit work has again resulted in a continuation of the **Substantial** level of assurance that the control framework and procedures in place are effective in managing the associated risks.

Summary of Findings

5 The council is a sole managing trustee of a charitable body called the Horden Recreation Ground Welfare Trust - Charity number 520826. The council is shown as the sole trustee on the Charity Commission’s register and no other trusteeships are registered for this charity.

6 The following information is reflected in the sighted original Trust Deed dated 5 November 1998

“The object of the charity is, in the interests of social welfare, to improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground.

The land identified in the schedule to this scheme must be retained by the trustee for use for the object of the charity.”

In addition to the above charity objects, charity Trustees must not

- receive any benefit in money or in kind from the Charity or
- Have any financial interest in the supply of goods or services to the charity.
- Acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).

7 In my opinion the recreation ground provided is used to meet its objectives for recreational use. The land in question is currently used by football and cricket teams as well as providing sculptures, parkland and play area provision for the benefit of Horden’s inhabitants.

8 Trustees are asked to declare any interest in agenda items at the start of each meeting.

9 At the date of the audit (January 2026) the Charity Commission’s website showed that the 2024/25 total income was £29,338 and the total expenditure was £61,343. The returns to the Charity Commission were up to date with the next one due following the end of the 2025/26 year.

10 The Charity’s financial arrangements are administered by Horden Parish Council. The Charity is run in accordance with Horden Parish Councils Policies and procedures. Some thought should be given to the establishment of separate Trust related policies and procedures.

11 As well as a separate Alpha accounting system for the Charity, Horden Parish Council administers a separate bank account, cheques book, paying in book, purchase orders (HRG numbers), receipt book and financial records. Therefore all procedures are in place to ensure that receipts and payments relating to the charity are kept separate from those of the parish council.

12 The Trust determines its own budget and fees and charges applicable for annual rent of buildings and pitches etc. For example, the 2025/26 fees and budget were determined at a meeting of the Trustees on 16 January 2025.

13 Expenditure and income amounts are reported to each meeting for approval by the Trustees. The Trust's monthly bank balance is also reported to Trustees at every meeting. Regular (monthly) bank reconciliations continue to be undertaken between bank statements and the Alpha computer system. Budgetary control statements are also provided to enable Trustees to be financially aware of their current position.

14 I have examined a range of trust income (mainly annual and ad hoc pitch hire and utility cost payments from pitch users and building use (Football and Cricket Clubs, Heritage Tea Room, Big Foot Studios and expenditure transactions for the period 1 April 2025 to 12 December 2025 and can certify that they were all trust related, appropriately coded and financially accounted for within the trusts accounts. Some trust payments are made from a separate cheque book/bank account located in the council offices. I have audited a sample of these payments.

15 Related to the above I have also examined a sample of BACS and Direct Debit payments relating to the charity. These are again mainly for utility costs. All appeared to be appropriately accounted for.

16 Cash income related receipts were traced from the receipt book to the paying in book (post office) and then to the bank account. Again, all items sampled were appropriately accounted for.

17 For 2025/26, in addition to the "normal" income and expenditure, a large-scale capital project has been undertaken by the Trustees of the charity. The expenditure for this was controlled by an independent project manager and appropriate payments made from the trusts accounts.

18 A separate asset register is in place for the Charity.

19 The council continues to produce separate monthly agendas for Charitable Trust meetings. These monthly meetings are held independently of and immediately following parish council meetings.

Background

20 This report is intended to present to the council the findings and conclusion of the audit. Any findings have been discussed with officers to improve the control framework. The views of officers have been taken into account in this report.

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Horden Recreation Charity 2025/26

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	44,298	12,293	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2 (+) Precept or Rates and Levies	0	260,849	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	29,338	66,278	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6 (-) All other payments	61,343	326,286	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	12,293	13,134	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total value of cash and short term investments	12,293	13,134	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9 Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

HORDEN RECREATION GROUND

INCOME AND EXPENDITURE ACCOUNTS 2025/26

CHARITY NAME: HORDEN RECREATION GROUND

Charity Commission Registered Number 520826

For the Financial Year Ended 31st March 2026

SECTION A Unrestricted Funds		
INCOME - SUMMARY	2024/2025	2025/2026
	£	£
BALANCE BROUGHT FORWARD	£44,298	£12,293
DONATIONS AND LEGACIES	£0	£0
CHARITABLE ACTIVITIES	£21,637	£283,471
OTHER	£7,702	£43,654
TOTAL INCOME	£29,338	£327,126
TOTAL	£73,637	£339,419
EXPENDITURE- SUMMARY		
	2024/2025	2025/2026
	£	£
TOTAL EXPENDITURE	£61,344	£326,285
NET TOTAL (Inc-Exp)	£12,293	£12,293
TOTAL CASH & INVESTMENTS	£12,293	£13,134

A detailed income/expenditure report can be found in **APPENDIX 1**.

SECTION B Restricted Income Funds

Horden Parish Council, as sole Trustees of the Charity, support Horden Recreation Ground financially via a grant donation, under their powers, specifically the Open Spaces Act 1906 s.9 and s.10. The grant donation is used solely to offset the expenditure incurred by Horden Recreation Ground.

SECTION C Endowment Funds

Name of Charity Horden Recreation Ground

Has the charity any endowment funds NO

SECTION D Statement of Assets and Liabilities at Year End

For the Financial Year ended 31st March 2025

D1a	Cash Funds	£13,134
D1b	Other Monetary Assets	N/A
D3a	Investment Assets	N/A
D3b	Assets Retained for the Charity's Own Use	£187,767
D2	Liabilities	N/A

Declaration I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf.

Signature

Full Name Frank Leadbitter

Position (eg. Chairman) Chairman

Date

TRUSTEES' ANNUAL REPORT

(Accompanying Income and Expenditure Accounts)

SECTION 1 Legal and Administrative Information

Charity Name Horden Recreation Ground

Charity Commission Number 520826

For the Year Ended 31st March 2026

Charity's principal address Horden Parish Council
Horden Social Welfare Centre
Seventh Street
Horden
Peterlee
Co Durham
SR8 4LX

Governing Document	Transfer document dated 5 th November 1998.
Objects of the charity	In the interests of social welfare, to improve the conditions of life for the inhabitants of the area without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground. The land identified in the schedule to the scheme must be retained by the trustee for use of the object of the charity.
Professional Advisers	Mortons Solicitors, Sunderland

SECTION 2 Trustees and Governance

Name of Trustee	Dates during which the named trustees acted if not for the whole period of this report	Name of person (or body) entitled to appoint any charity trustee
Horden Parish Council		Horden Parish Council

Please explain briefly how trustees are elected or appointed.

Trustee selection method	The term Trustee in accordance with the document of transfer dated 5 th November 1998 applied to Horden Parish Council as a corporate body. There are no individual Trustees.
Names of the charity's Custodian trustees	Not Applicable.

SECTION 3 Activities and Achievements

Horden Recreation Ground continues to provide value for money recreational services to the local public. The park boasts two play areas, cricket field, general training pitch with floodlights, football ground, bowling greens, a multi-sports pitch, decorative bandstand and two sculptures.

The ground is host to a number of thriving sports clubs;
Horden Cricket Club.
Horden Community Welfare Football Club.
Horden Community Welfare Football Club Ladies
Horden Community Welfare Football Club Junior Academy.
Horden Mens and Ladies Bowls Club.

The ground floor of Ambulance House is designated the Vintage Tearoom, which is open three days per week, March to October, and run by volunteers. The upper floor is occupied by Horden Heritage Centre, to showcase displays of local memorabilia, which have been donated or loaned to the Centre.

Agenda Item 8

Horden Recreation Ground Invoices for Payment - May 2026

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Geo Robinson & Son	30.04.26	Gloves, Batteries, WD40, Ear Defenders, Spade, Puncture Repair Kit, Tape Measure, Duct Tape, Hose Connector	£95.83	BACS
Scottish Power	03.05.26	No2 Floodlights 02/04/2026 - 01/05/2026	£24.74	D/D
Scottish Power	06.05.26	No2 Floodlights 02/05/2026 - 06/05/2026	£4.13	D/D
Scottish Power	06.05.26	Welfare Park Electricity 02/04/2026 - 06/05/2026	£83.08	D/D
Scottish Power	07.05.26	Cricket Pavilion Electricity 02/04/2026 - 06/05/2026 (fully recharged to Cricket Team)	£59.52	D/D
Select Telecom Ltd	30.04.26 RCVD 12.05.26	Fibre Broadband - May 2026	£67.38	D/D
Wex	11.05.26	Equipment Fuel	£133.90	D/D
Wex	18.05.26	Equipment Fuel	£133.88	D/D
OTHER PAYMENTS				
Wave	13.05.26	Welfare Park Water 13/02/2026 - 12/05/2026 (£652.00 per month Direct Debit)	£683.26	D/D
Horden Recreation Ground MAY 2026 TOTAL			£1,285.72	