

Headland Parish Council
Minutes from Meeting held on Monday, 24th November 2025

- Present:** Chair: S. Gaiety
Councillors: S. Lee, A. Turner, M. Jorgeson, A. Muller-Nicholson, A. Jackson and A. Hay
Clerk to the Council: M. Ellett
- hp25-2676 **To accept Apologies for Absence**
No apologies for absence were received from Councillors White and Andrews. Members were reminded that they must submit apologies to the Clerk, in advance of the meeting, if they were unable to attend with a reason why they were unable to attend.
- hp25-2677 **Declarations of Interest on items on the agenda**
None received.
- hp25-2678 **To approve Minutes of the Meeting held on 27th October 2025**
The minutes of the Meeting held on 27th October 2025 had been forwarded with the agenda.
RESOLVED the above minutes were confirmed and approved as a true record.
- hp25-2679 **Matters Arising:**
There were no matters arising from the previous minutes.
- hp25-2680 **Precept for 2026-27**
Draft figures were received from Hartlepool Borough Council.
RESOLVED – based on the draft figures, the precept was agreed by members.
Budget to be prepared by Clerk to be confirmed at next meeting.
- hp25-2681 **Clerk's Report**
- **Interim Audit Report**
The Interim Audit Report was circulated to members prior to the meeting. The report was much improved and the Parish Council had gone from Limited Assurance to Substantial Assurance, the highest level of assurance rating. The Internal Auditor will be retiring at the end of the financial year so a new Internal Auditor will need to be sought for the new financial year.
RESOLVED – members accepted the interim audit report.
 - **Assertion 10 Briefing**
The AGAR return was going digital and had implications for all Parish Councils. Clerk was awaiting slides from the briefing to look at the implications for Headland Parish Council. An IT Policy was needed in the first instance.
RESOLVED – Clerk to keep members informed when information was received.
 - **Councillor Vacancies**
Councillor vacancies will be advertised over the Christmas/New Year period.

- hp25-2682 **Financial**
- **Finance Report 2025-26**
An updated Finance Report for 2025-26 was circulated to members with the agenda.
RESOLVED - Finance Report accepted by members.
 - **Savings Account 2025-26**
An updated Savings Account Report for 2025-26 was circulated to members with the agenda.
RESOLVED – Savings Account Report accepted by members.
- hp25-2683 **Members Reports of Attendance at Meetings/Events on behalf of the Council:**
Conservation Advisory Group - Councillor Gaiety noted that the Conservation Advisory Group was now set up and the first full meeting was taking place in January. The remit of the meeting was for conservation/best practice to be considered and to look at renewable energies for buildings in conservation areas.
Pride in Place – Paperwork was now in place on what money was going to be spent on in Hartlepool and that will start rolling out in April.
RESOLVED the information was received and noted.
- hp25-2684 **Planning Applications**
No planning applications had been received.
- hp25-2685 **To receive written application for the office of Parish Councillor and to co-opt a candidate to fill an existing vacancy**
The application had been forwarded to members prior to the meeting. The candidate was asked a few questions based on her application. Members of the public and the candidate were asked to leave the meeting for a short discussion from members.
RESOLVED – It was a unanimous decision from members, proposed by Councillor Jorgeson and seconded by Councillor Gaiety, that the candidate be co-opted to the Parish Council. On completion of the necessary paperwork, she will join at the next meeting and was welcomed to Headland Parish Council.
- hp25-2686 **Correspondence**
No correspondence had been received.
- hp25-2687 **Ward Councillor Update:**
No Ward Councillors were in attendance and no apologies had been received.
- hp25-2688 **Councillors Items for future agenda**
Future Projects to be discussed.
- hp25-2689 **Public Questions:**
4 members of the public were in attendance.

Wintertide – members of the Parish Council who were able to attend said it was well attended and was a great success. Well done to the Wintertide Team and a letter to be sent on behalf of the Parish Council.
Folk Festival – Joan Crump had run the Folk Festival for 10 years and said the only reason it had ceased was due to the state of the Borough Hall. She asked the Parish Council the following 2 questions;

1. Had the Parish Council voted at the last meeting to give the new Folk Festival group £500? The answer was No.
2. Did the Parish Council know that the Folk Festival Group was not the original Folk Festival group? The answer was Yes. The Parish Council had been approached by the new Folk Festival Group as they wanted the Parish Council to be involved. The Parish Council had been invited to attend the meetings but due to clashes with the meetings, had been unable to attend.

The Parish Council had allocated £3,000 to support community initiatives and would ensure that transparent procedures were in place when allocating this in due course. *Work on docks* – a member of the public raised the issue of work taking place on the docks area. Although it was good for companies to expand, it should be done in a safe way considering the heavy traffic and it being a very narrow street. Councillor Jorgeson agreed to discuss this with Highways.

hp25-2690 **Date of the next meeting** was confirmed as Monday, 26th January 2026 at 6.45pm in the Croft Room, Borough Buildings.

EXCLUSION OF THE PUBLIC: The council may at any point pass a resolution that under the Public Bodies (Admission to Meetings) Act 1960, the public and the press shall be excluded from the meeting during consideration of any item of business if publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, e.g. employment matters; terms of commercial tenders and negotiations of contracts; and legal proceedings preparation or advice.

The Public and Clerk left the meeting.

hp25-2691 **Clerk’s Appraisal**
 The Employment Sub-Committee discussed the Clerk’s appraisal and remuneration. **RESOLVED** - recommendations made by the Employment Sub-Committee were accepted by members.

The meeting adjourned at 8.10pm.

CERTIFIED AS A TRUE RECORD

Chair:

Date: