

**AG E N D A**  
**Ordinary Meeting of Bowes Parish Council on**  
**Tuesday 15 October 2024 at 7.30pm at Bowes Hutchinson's School**

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 17 September 2024 for approval. See Appendix A.
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)  
On 1 October 2024 Ross Woodley took over as clerk and responsible financial officer from Helen Overfield. The new clerk will provide a verbal update on the handover at the meeting.
4. **Finance & Accounts – See summary below**
  - (a) Receipts since last meeting           £51.45 Bank Interest
  - (b) Expenses since last meeting           £500.00 Clerk's salary quarter two  
  £125.00 HMRC (tax deducted in respect of above)  
  £204.00 Butler and Gee Internal Audit  
  £499.98 Playdale balance on installation of new swings  
  £405.00 AR Toward grass cutting.
  - (c) Payments to approve at the meeting – £252.00 Forvis Mazars (see item (f) below.
  - (d) Retrospective approval of urgent payments – all the expenses at (b) above were approved at the September 2024 meeting. No urgent payments have arisen separately.
  - (e) Budget Monitoring to 30 September 2024 (month 6)  
See Appendix B for receipts and payments to date compared with the annual and profiled budget.  
Clerk to provide a verbal update on 2024 forecast outturn and closing reserves.
  - (f) The external auditors (Forvis Mazars) completed their limited assurance review of the Council's 2024/25 Annual Governance and Accountability Return (AGAR) and issued their audit report and certificate on 23 September 2024. The opinion was unqualified (clean) with no other matters in the audit report. However, the supporting completion letter identified scope for minor improvement. The Council is recommended to ensure that the AGAR is fully completed with no sections left blank even if they are not applicable and to move to a gov.uk domain with supporting generic e-mail accounts. The latter is already in hand (see Item 11 below).
  - (g) See Appendix C for bank reconciliation on 30 September 2024.
5. **Planning**  
No applications within the parish boundaries since the September meeting.
6. **Correspondence**
  - (a) Durham County Council wrote to the Parish Council as part of the consultation on the 2025/26 budget. The Council should consider whether to reply, noting that the deadline is 1 November 2024.
  - (b) North Pennines National Landscape have informed the Council that a North Pennines Stargazing Festival is to be staged between 25 October and 3 November. The Council should consider whether to publicise the event on its website.
7. **Cemetery & Village maintenance**
  - (a) To consider options for clearing overgrowth at the cemetery this winter.

(b) To consider progress quantifying the cost of extending the cemetery in the medium to longer term.

(c) To consider a request to erect a headstone with inscription on behalf of a late Bowes resident.

(d) To review the cemetery fees to apply for 2025/26 in advance of budget setting.

8. **Allotments**

(a) To review the allotment fees to apply from 1 November 2024 in advance of 2025/26 budget setting.

(b) To confirm the re-allocation of one allotment as discussed at the September meeting.

9. **Play Park**

To consider an update from the clerk on the terms of supplying and installing a 'free' adventure trail, which may make the trail infeasible (cleared 30m x 5m footprint required).

10. **Bank accounts, payment authorisation and financial regulations**

(a) To consider progress updating the bank mandate so the new clerk can initiate payments.

(b) To discuss options for updating financial regulations given the 2024 NALC model financial regulations require dual authorisation of electronic payments, which Nat West do not provide.

(c) To consider in the light of (b) whether to change the bank used by the Parish Council.

11. **Domain and Generic E-mail Account**

(a) To discuss progress moving to a new gov.uk domain with up to five gov.uk e-mail addresses offered by the current website provider as agreed at the September meeting.

(b) To note that whilst the transfer and e-mail addresses are free there will be a slight increase in the annual website domain costs, largely met from government grant in 2024/25 and to approve payment should it be necessary in advance of the next meeting

12. **Clerk Training and Memberships**

To clarify the NALC and SLCC memberships and training that the Council fund and expect the new clerk to undertake.

13. **AOB**

14. **Date, time, and venue of next meeting.**