

**AG E N D A**  
**Ordinary Meeting of Bowes Parish Council on**  
**Tuesday 12 November 2024 at 7.30pm at Bowes Hutchinson’s School**

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 15 October 2024 for approval. See Appendix A.
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)  
The Clerk will update members on his research into the need for minutes to include an impact statement and his referral to Durham County Council regarding a rotten gatepost on a bridleway.
4. **Finance & Accounts – See summary below**
  - (a) Receipts since last meeting                      £48.42 Bank Interest  
   £50.00 Headstone Fee
  - (b) Expenses since last meeting                      £78.76 Smiths Signs for playground and cemetery
  - (c) Payments to approve at the meeting – £364.68 New Clerk training and handover as approved in principle at the October 2024 meeting (timesheet and expense claim to be provided at this meeting)  
   £10.00 CDALC for clerk training event
  - (d) Retrospective approval of urgent payments – the expense at (b) above was approved in principle at the October 2024 meeting but retrospective approval is sought for the actual payment following collection of the new signs.
  - (e) Budget Monitoring to 31 October 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) See Appendix C for bank reconciliation on 30 October 2024.
  - (g) See Appendix D for updated Financial Regulations with proposed changes highlighted. It was agreed at the October 2024 meeting that revision was necessary to correct inconsistency in respect of banking arrangements. The NALC model financial regulations also indicate that a thorough revision is required each time a council appoints a new clerk. **The Council are asked to approve the updated Financial Regulations.**
5. **Planning**  
One application within the parish boundary since the October meeting. It relates to creating three parking spaces in the back garden of a dwelling.
6. **Correspondence**
  - (a) CDALC informed the Council of the outcome of the 2024/25 local government pay settlement. The National Joint Council pay scales have been updated and backdated to take effect from 1 April 2024. The increase was £1,290 per full-time employee (pro-rata for part-time employees), which equates to a 5 per cent increase in staff costs for the current financial year.
  - (b) The Ministry of Housing, Communities and Local Government (MHCLG) have published a consultation on “*Enabling Remote Attendance and Proxy Voting at Local Authority Meetings*” with a closing date of 20 December 2024. A copy will be provided at the meeting for councillors to consider participation in this important consultation.

(c) Durham Community Action have e-mailed the Clerk about a survey they are running into affordable housing in rural parts of the County. The results are expected by the end of November 2024.

7. **Cemetery & Village maintenance**

(a) To review the results of cemetery fee benchmarking at Appendix E and approve the revised fees to apply from 1 April 2025.

8. **Allotments**

(a) To consider an update from the Clerk on allotment bills for the year starting 1 November 2025, the responses of allotment holders and the options regarding vacant plots.

(b) To accept the donation of two sheds from a retiring allotment holder and consider renting them.

9. **Play Park**

To consider the latest inspection of play equipment and confirm installation of the new sign.

10. **Bank mandate**

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

(b) To agree the signing arrangements to apply to the new bank mandate.

11 **Grants and Donations**

(a) To receive an update on the application for grant in respect of parish paths and utilisation.

(b) To consider the budget (if any) for making grants or donations to local not for profit organisations in 2025/26 noting that the Council's latest Section 137 limit for such expenditure is £3,772, but no such expenditure has been approved for 2024/25.

12 **AOB**

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

**Exclusion of the Press and Public**

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.

14 **To award contract for one-off tree surgery and groundworks at the cemetery**

Three quotations were requested and at the time of drafting this agenda one had been received with one more expected before the meeting.

15 **To approve the 2025/26 Salary Budget** In accordance with financial regulations the salary budget should be agreed in advance of the full budget and precept scheduled for consideration at the December 2024 meeting. This will need to reflect the impact of item 6(a) above on 2024/25 staff costs and the expected pay award for 2025/26 and the timing of salary payments.