

AG E N D A
Meeting of Bowes Parish Council on
Tuesday 17th September 2024 at 7.30pm at Bowes Hutchinson School

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 8 July 2024 for approval. See Appendix A.
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)
To discuss progress at resolving broken road sign.
Training and handover to new clerk in progress – contract to be signed at meeting for 1 October 2024 start date.
4. **Finance & Accounts – See summary below**
 - (a) Receipts since last meeting £106.77 Bank Interest
 - (b) Expenses since last meeting £588.15 Zurich Insurance
 £270.00 AR Toward Grass Cutting.
 £499.98 Playdale 50% deposit for new swings.
 - (c) Payments to approve at the meeting – Clerk’s salary £500 and PAYE to HRMC £125 quarter 2.
 Internal audit £204 Butler and Gee.
 Playdale £499.98 balance on installation of new swings.
 - (d) Retrospective approval of urgent payments – the July meeting approved payment of the deposit to Playdale and the other two expenses shown in (b) above were approved by the Chair in accordance with financial regulations.
 - (e) Budget Monitoring to 31 August 2024 (month 5)
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) To consider virement of £1,000 from the cemetery and village budget to the playground budget.
 - (g) See Appendix C for bank reconciliation at 31 August 2024.
5. **Planning**
No applications within the parish boundaries since the July meeting.
6. **Correspondence**
 - (a) A local charity (Wheels to Work County Durham) has written to the Council asking for their services to be promoted. To consider adding a flyer to the website and noticeboard.
 - (b) Councillors have received an invitation to the Durham City Remembrance Fundraising Dinner to be held on 19 October at Durham City Masonic Hall at 7pm.
 - (c) Teesdale and South West Durham GRT Forum have informed the Council that Councillor Quinn has been elected as their Chair.
 - (d) The National Association of Civic Officers has issued guidance on marking the death of a national figure.
7. **Cemetery & Village maintenance**
To discuss the earmarked reserve for extending the cemetery as part of 2025/26 budget setting.
Following the capital receipt from the 2023/24 land sale additional capital schemes may be feasible.

8. **Allotments**
One allotment holder has served notice to end tenancy. To agree allocation of allotment to next applicant on the waiting list.
9. **Play Park**
To consider the impact of the play equipment upgrade carried out by Playdale over the Summer.
10. **Parish Paths**
To discuss the timing of the grant receipt and arrangements for selecting a contractor.
11. **Bank accounts**
To authorise the new clerk to open a CCLA deposit fund account to maximise interest on reserves.
12. **Domain and Generic E-mail Account**
 - (a) To discuss moving to a Gov.UK domain in line with best practice.
 - (b) To select a domain name.
 - (c)To consider quotations from approved registrars.
 - (d) To consider the current website hosting.
 - (e)To decide the number of gov.uk e-mail addresses to apply for.
- 13 **AOB.**
- 14 **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.

- 15 **To award contract for approved registrar** subject to discussion at item 12 above.