

AG E N D A
Ordinary Meeting of Bowes Parish Council on
Tuesday 18 February at 7.30pm at Bowes Hutchinson's School

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 21 January 2025 for approval. See Appendix A.
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)
The Clerk will confirm that the three highways' issues discussed at the last meeting were reported to Durham County Council and the direct debit to the website provider set up.
4. **Finance & Accounts – See summary below**
 - (a) Receipts since last meeting
 - £123.50 Brownless Cemetery Fees
 - £108.50 Blenkiron Cemetery Fees
 - £45.38 Bank Interest
 - (b) Expenses since last meeting
 - £543.00 New clerk salary Q3
 - £252.00 Mazars 2023/24 limited assurance review
 - £152.80 PAYE deducted and payable to HMRC
 - £143.86 Hugo Fox Website Subscription
 - £69.12 Old Clerk back-pay Q1 and Q2 post pay award
 - (c) Payments to approve at the meeting – £85.00 SLCC Annual Subscription
 - (d) Retrospective approval of urgent payments – all the expenses at (b) above were approved at the January 2025 meeting, although the payroll figures were rounded when input to the HMRC Tool and the website subscription was covered as a separate agenda item. No urgent payments have arisen separately.
 - (e) Budget Monitoring to 31 January 2024 (month 10)
See Appendix B for receipts and payments to date compared with the annual and profiled budget. The 2024/25 forecast outturn and closing reserves remain close to budget with the 2% favourable variance at month ten, due to expected invoices not yet received.
 - (f) See Appendix C for bank reconciliation on 31 January 2025.
5. **Planning**
There have been no planning applications within the parish council boundaries since the January 2025 meeting. However, two previously notified planning applications have now been approved by Durham County Council.
6. **Correspondence**
 - (a) CDALC have informed us that all councillors seeking re-election in May 2025 must complete and submit nomination papers between **Fri 21 March at 10am** and **Weds 2 April at 4pm**. In addition, the Annual General Meeting must be held between **Tues 6 May** and **Weds 21 May** inclusive.
 - (b) Middridge Parish Council have offered parish councils free furniture in excellent condition. It includes a table and six chairs ideal for council meetings. The Clerk asks members to consider this offer, noting that the furniture would need collecting and storage agreed with the school.

(c) Durham Community Action have informed the Clerk that they are presenting the results of their affordable rural housing survey at Mickleton Village Hall on 4 March. They would like all parish councils to be represented and to advertise the event on their websites because residents are welcome to attend. The Clerk can share a flyer with councillors.

(d) One resident has informed the Clerk of a large hole that has appeared near the western wall of the upper cemetery. She would like it filled in as it is adjacent to her relative's grave.

7. **Cemetery & Village maintenance**

(a) To approve the erection of a headstone by WM Allison. Design and inscription requested to share.

8. **Allotments**

(a) To confirm that the Clerk has contacted the relevant contractor for the outstanding quotation for repairs to the allotment walls (as requested at the January 2025 meeting) but has still not received a reply. The Council may wish to consider requesting a quote from the contractor who is conducting repairs to the cemetery walls.

9. **Play Park**

To consider the latest inspection sheet for the playground.

11. **Banking and investments**

The Clerk can confirm that the bank mandates have finally been updated and access to on-line banking granted. The Clerk suggests that the old clerk is now removed from the mandate and as agreed at the September 2024 an investment accounts is opened with CCLA, which has paid roughly twice the interest paid by Nat West in the past year. At the September 2024 meeting a CCLA deposit of £25,000 was agreed. The Council may wish to consider increasing this as reserves are expected to remain about £38,000 and funds invested with CCLA can be accessed without notice or penalty.

12. **Gov.UK Email Domains**

To clarify which councillors have activated their gov.uk email accounts and wish to receive emails from the clerk using these new accounts.

13. **Noticeboards**

To approve placing the contact details template circulated by the Clerk on the noticeboard.

14. **Risk Management Strategy**

(a) To approve the risk management strategy at Appendix D including:

- The risk management policy at paragraphs 9 and 10;
- The risk appetite that the Council wishes to adopt as referred to at paragraph 18;
- The risk assessment matrix to score each risk at paragraph 19; and
- The proposed risk register format at Appendix 2.

(b) To have an initial discussion of risks that members would like the Clerk to include in the draft risk register presented to the March 2025 meeting.

15. **AOB**

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