



THE ANNUAL FINANCE MEETING FOR BOZEAT PARISH COUNCIL WILL BE HELD ON MONDAY, 13th JANUARY 2025 AT BOZEAT TLC, DYCHURCH LANE, BOZEAT, NN29 7JP, AT 7pm. UNLESS OTHERWISE ADVISED.

***Please note that meetings may be recorded.**

AGENDA

1. To consider accepting apologies for absence.
2. To accept declarations of interest from members of Bozeat Parish Council for items included on the agenda.
3. Employees.
 - a. to review the following salaries [please refer to the report and summary of salaries].
 - (i) Clerk/Burial Registrar.
 - (ii) Allotments Manager.
 - b. to note that all Parish Council employees are employed and that PAYE is operated.
 - c. Pensions – to note that the requirements of the Pensions Regulator have been fulfilled.
4. Cemetery.
 - a. to review the Cemetery fees [please refer to your Policies Manual – last revised April 2022].
 - b. to review and revise the Cemetery guidelines [please refer to your Policies Manual – last revised January 2021 and report].
5. Allotments.
 - a. to review the rents for the year 1st January - 31st December 2026.
Rents for 2025 = £44 [full plot]; £22 [half plot]; £12 [quarter plot] with primary tenants over 65 paying £28 [full plot]; £14 [half plot]; £10 quarter plot. [please refer to your Policies Manual – last revised October 2023].
 - b. to review the Allotment guidelines [please refer to your Policies Manual – last revised January 2020].
 - c. to review the Allotment Tenancy agreements [please refer to the copy provided for the December council meeting].
6. To review insurance cover [please refer to the report].
7. To review all policies [please refer to your Policies Manual – [last reviewed January 2024, Debit Card and Email Policies added during 2024].
8. To review risk assessments and to make any necessary amendments to the schedule [please refer to your Policies Manual – [last reviewed January 2024].
9. To review all Terms of Reference [please refer to your Policies Manual – last reviewed January 2024].

Continued ...

10. To review additional Standing Orders [please refer to your Policies Manual – last reviewed January 2024].
11. To review the Parish Plan Action Plan – [last reviewed January 2024 – please refer to the report and copy].
12. To adopt a Parish Council Community Project List – [please refer to the copy of the list and report]
13. To review all GDPR documents and report any data breaches – [please refer to your copies of the documents – last reviewed January 2024].
14. To review the Emergency Plan – to note that a revised plan was adopted in December 2024.
15. To review the effectiveness of internal controls for audit purposes - [please refer to the report].
16. To review the Training Policy – [please refer to the report and policy].
17. Precept for the year 1st April 2025 - 31st March 2026.
 - a. To consider including funds in the budget towards costs incurred by Bozeat Playing Field Association.
 - b. To consider including funds in the budget towards set up costs for the new village hall.
 - c. To review all budgets and agree the precept for the financial year beginning 1st April 2025.

Tax base – the projected tax base is 768, which is slightly higher than last year.

Please refer to the report and Precept Calculation Sheets which include payments from April to December 2024 inclusive.

LD Payne

.....

.....**LYNDIS PAYNE, CLERK**