



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
Victory Hall, Villa Road,  
Stanway, Essex CO3 0RH  
P: 01206 542221/07759 837111  
E: clerk@stanwaypc.org.uk

28/23

### Minutes of the Corporate Governance Committee Meeting held on 10<sup>th</sup> April 2024 at 7pm in the Committee Room, Victory Hall

**Present:** Cllrs Baines (Deputy Chair), Seabrook & Spademan, the Clerk & RFO

1. Cllr Baines, acting as Chair, welcomed all present. Apologies were received and accepted from Cllrs Cotter & Hagon.
2. **Declarations of Interest** – None were declared.
3. **Public Participation** – None present.
4. Minutes of the Corporate Governance meeting held on 13<sup>th</sup> March 2024 - Approved. The Chair signed the minutes as a true and accurate record.
5. **Clerk's Report** – No updates since March Full Council report.
6. **RFO Report** — Reviewed proposed changes to Financial Regulations and associated changes to Standing Orders.  
Committee proposed 14.6 (Authority to Spend) limit of £500 - £2,499 be extended to Deputy Clerk.  
Proposed changes to draft Financial Regulations & Standing Orders to be proposed to Full Council.  
Clauses removed from Financial Regulations will be considered for inclusion in Standing Orders and/or separate policies.  
Standing Orders to be updated in new format as per Financial Regulations.
  - (i) **Interim Management Accounts** – Received the latest interim management accounts and noted the latest bank reconciliation.  
The 2023/4 end of year figures reveal a revenue underspend of circa £ 65,000.  
The RFO will provide a graph detailing historical information of previous revenue budgets against expenditure.
  - (ii) **Payment List** – Noted, approved and signed.
  - (iii) **Approval of Virements** – None. Further information was provided to the RFO regarding the virements approved by Full Council, 28<sup>th</sup> March 2024 meeting (Ref: 2023/31-13 iii).
  - (iv) **Review of large capital projects** – None.
  - (v) **Update on the Council's cash investments** – The Committee agreed and accepted the Unity Bank current account credit balance exceeds the value set by the existing Investment Policy. An updated investment report will be proposed to May 2024 Corporate Governance Meeting.

Draft until signed.....Chair

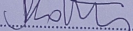
Date. 8./5./2024

This page...1... of...2.....

29/23

- (vi) **Review of bank signatories** – Cllr T Bloomfield was approved as a Unity Bank signatory.
7. **Review the latest Local Highways Panel (LHP) report** – No schemes proposed.
8. **Corporate Governance Review:-**
- (i) Reviewed and approved Community Services and Corporate Governance Terms of Reference for approval at Full Council.
- (ii) Reviewed and approved Council's Risk Assessment Schedule for approval at Full Council.
- (iii) Reviewed the recording of public meetings. No changes proposed for the Council to record meetings. The policy regarding recording of meetings will be reviewed by this committee.
9. **Grounds Contractor Rates** – Agreed to new rates from April 2024 for existing ground contractor to ensure continuity of service until grounds retender has been completed. Payment terms will remain as before. Playing field will be cut fortnightly and Silver Witch Green will be cut on demand.
10. **Laptop Purchase** – Agreed to purchase a Dell Laptop for the Deputy Clerk @ maximum cost of £ 780.20 for 16GB Ram, including set up installation.
11. **Warren Lane/Maldon Road Strategic Junction** – No update.
12. **Jansma Park Working Group** – No update.
13. **Information Update** – No update.
14. **Agenda Items for Committees / next Council Meeting** –
- Financial Regulations, Standing Orders & Risk Assessment and Corporate.
  - Governance and Community Services Terms of Reference proposed to Full Council.
  - Recording of Meetings Policy to be reviewed by Corporate Governance Committee.
15. **Confirmed date & time of the next meeting**– Wednesday, 8<sup>th</sup> May 2024 at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road.

**The Chair closed the meeting at 8.51pm**

Draft until signed..........Chair

Date 2/5/2024

This page...2... of.....2.....