



Stanway

Parish Council

Parish Clerk: Donna Tristram
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Dear Councillors,

You are hereby summoned to the forthcoming Corporate Governance Committee Meeting of Stanway Parish Council to be held in the Committee Room, Stanway Community Centre on **Wednesday 11th October 2023 at 7pm** for the purposes of transacting the business shown on the Agenda.

Kind regards

Parish Clerk

6th October 2023

AGENDA

1. **Chair's Welcome and record and approve apologies for absence**
2. **Declarations of Interest**
Councillors to declare a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear that they have an interest, they must declare it.
3. **Public Participation**
The Chair to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes & limited to 3 minutes per person at the discretion of the Chair.
The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting or passed to the relevant committee.
4. To **APPROVE** the minutes of the Corporate Governance meeting held on 13th September 2023 (*previously circulated*)
5. **Clerk's Report** -To **RECEIVE** an update on ongoing action items from previous meetings, per the circulated lists
6. **RFO Report**
 - (i) To **APPROVE** intermediate expenditure for on-line payment of invoices where required (*a list of payments to be circulated & verified against scanned invoices prior to the meeting in accordance with September 2023 approved Financial Regulations*)
 - (ii) To **RECEIVE** and **APPROVE** interim Finance Reports and **NOTE** a full Bank Reconciliation conducted by a nominated councillor prior to the meeting
 - (iii) To **APPROVE** any virements
 - (iv) To **REVIEW** large capital projects, reserves and budget reports
 - (v) To **RECEIVE** an update on the Council's cash investments as agreed at Full Council September 2023 in accordance with the Investment Policy adopted at May 2023 Full Council meeting
 - (vi) To **DEBATE** and **AGREE** next step(s) regarding the difficulties in closing the Barclay savings accounts
7. To **REVIEW** the latest **Local Highways Panel (LHP) report** and **CONSIDER** any **RESPONSES** and **PROPOSALS** for immediate schemes from the 2023/4 budget
8. To **CONSIDER** Corporate Governance's first draft of its budget request, including Community Asset Committee's request to review councillor tablets & staff computer equipment is fit for purpose
9. To **CONSIDER** first draft of any committee budget requests
10. **Corporate Governance Review :-**
 - (i) To **REVIEW** and **AGREE** revised process for ad hoc payments (paragraph 21.7 of the Fin Regs) due to recent non-compliance
 - (ii) To **REVIEW** and **APPROVE** The Council's Risk Assessment Schedule for 2023 in accordance with Corporate Governance's 6 month review plan

Corporate Governance AGENDA (Cont'd) 11th October 2023

11. To **REVIEW** & continue to push for improvements to the Warren Lane/Maldon Road strategic junction
12. To **CONSIDER** alternative insurance quotations as presented to this committee by the RFO
13. To **RECEIVE** an update from the Jansma Park Working Group and **DECIDE** on any relevant actions
14. To **RECEIVE** an update from the Corporate Identity Working Group regarding the visual identify of the Council and **DECIDE** on nay relevant actions
15. **Information Update** - To receive oral updates from members on matters affecting the Parish
16. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on agendas for future CGC meetings, other committees, or Full Council.
17. **To confirm the date & time of the next meeting**– Wednesday, 8th November, 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road