



# 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

15/23

### Minutes of the meeting of the Corporate Governance Committee held on 8 November 2023 at 7pm in the Committee Room, Victory Hall

**Present:** Cllrs Cotter (Chair), Baines, S Seabrook, Spademan  
**In attendance:** Lee Needham (Responsible Financial Officer)

**1. Apologies**

Apologies for absence from Cllrs J Norton and Hagon were RECORDED and APPROVED.

**2. Declarations of members' interests**

There were none.

**3. Public participation**

No residents were present.

**4. Approve minutes of last meeting**

The minutes of the Corporate Governance Committee meeting on 11 October 2023 were APPROVED and the Chair signed them.

**5. Clerk's report**

The Clerk was not present, but had previously advised she will present an update to her report to the meeting of the Council on 30 November 2023.

**6. RFO's report**

(i) Payments were APPROVED in accordance with the Payments List circulated before the meeting (and attached again as an appendix to these minutes). Following a REVIEW of supporting invoices, the following payments were also APPROVED:

£300.00 to Royds Services Limited

£16.26 to Screwfix Direct Limited

£835.52 to Plummer Engineering

£255.00 to Heelis & Lodge

£317.79 to the Clerk in reimbursement of expenses

(ii) The latest interim management accounts were REVIEWED. The RFO compared revenue expenditure and capital expenditure, outlined the different accounting principles, and highlighted the impact that each type of expenditure and income has on budgets and the precept.

Cllr Cotter conducted a bank reconciliation during the meeting. It was NOTED the account with Unity Trust Bank did not reconcile by £115.01 owing to unidentified credits to the account.

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- (iii) No virements were proposed.
- (iv) It was NOTED there are no projects with an anticipated spend of more than £50,000 for the remainder of the 2023–24 financial year.

Earmarked Reserves were REVIEWED.

Further discussion concerning year-to-date performance against budget was deemed unnecessary; the matter having been discussed earlier under agenda item 6. (ii).

- (v) Cllrs Baines and Spademan gave an update on efforts to close accounts with Barclays and Nationwide. It was AGREED further action to open accounts with Redwood Bank and Cambridge & Counties Bank will not be taken until the money is returned by Barclays and Nationwide.
- (vi) Options to repay the PWLB loan were debated. It was AGREED a replacement Direct Debit Instruction for Unity Trust Bank will be issued to UK Debt Management Office for repayments of capital and interest from 1 December 2023 onwards.

## 7. Review of draft budgets

Preliminary revenue and capital expenditure budgets and draft income and reserves budgets for the next financial year were CONSIDERED. The following revisions to the revenue expenditure budget were AGREED:

10 Home Working Allowance — £950 (increased from £900)

13 Training — £4,000 (increased from £3,100)

14 Travel — £600 (increased from £500)

37 Subscriptions — £2,500 (increased from £2,100)

31 Grounds Maintenance — £15,000 (reduced from £25,000)

94 Maintenance Vehicle — £1,200 (reduced from £5,000)

57 Burial Ground — £2,500 (increased from £600)

The budgets will be refined over the next two months before presentation to Council for approval in January 2024.

## 8. LHP report

The latest report was NOTED.

## 9. Committee budget requests

Further discussion concerning budget proposals from Committees was deemed unnecessary; the matter having been discussed earlier under agenda item 7.

## 10. Corporate governance review

The updated Financial Regulations were APPROVED for consideration by Council at the meeting scheduled for 30 November 2023.

A proposal from the Clerk to receive payments by debit and credit card was CONSIDERED. The RFO briefly outlined costs, potential risks, advantages and disadvantages. It was DECIDED the increased cost of accepting card payments (being at least three times more than cash deposits paid into the bank) for

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infrequent and low value transactions outweighed the benefits. The matter may be revisited if the frequency and volumes of cash receipts change materially.

**11. Junction of Warren Lane and Maldon Road**

It was AGREED to continue to explore avenues to encourage improvements to the junction of Warren Lane and Maldon Road. It was NOTED that anticipated financial commitments by developers (such as under s.106 of the Town and Country Planning Act) may provide a source of future funding for some improvements.

**12. Insurance**

Quotations from Hiscox (via Arthur J Gallagher), Aviva (via BHIB Insurance Brokers) and Zurich were CONSIDERED. It was AGREED insurance cover should continue with Hiscox for the remainder of the current period, until June 2024.

**13. Accounting software**

After discussion, it was AGREED to accept an offer from Starboard Systems to discount the price for the accounting software over the next three years.

**14. Auditor's report**

The report from Heelis & Lodge following the interim internal audit was REVIEWED. The report was APPROVED for consideration by Council at the meeting scheduled for 30 November 2023.

**15. Jansma Park Working Group**

Cllr Seabrook gave an update following the first meeting of the Jansma Park Working Group. It is anticipated the land will be transferred toward the end of 2023, and the proceeds from the late Mrs Jansma's estate distributed at around the same time. Further decisions will be made regarding immediate and long term plans for the park once the land is transferred to the Council.

**16. Corporate Identity Working Group**

No members of the working group were present to provide an update.

**17. Information updates**

None provided.

**18. Agenda items for committees**

None proposed.

**19. The next meeting**

The next meeting will be at 7pm on 13 December 2023 in the Committee Room, Victory Hall.

The meeting closed at 8.49pm.

## Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
259	10/10/2023		1. Unity Trust XXXXXC		Grounds maintenance	Royds Services Ltd	X	135.00		135.00
260	10/10/2023		1. Unity Trust XXXXXC		Burial ground	Royds Services Ltd	X	90.00		90.00
263	11/10/2023		1. Unity Trust XXXXXC		Donation	The Royal British Legion Popl	X	150.00		150.00
264	11/10/2023		1. Unity Trust XXXXXC		Payroll services	RE Group Accountants Limite	S	126.00	25.20	151.20
265	11/10/2023		2. Barclays XXXXX152	DIRECT DEBIT	Bank charges	Barclays Bank UK PLC	X	8.00		8.00
266	17/10/2023		1. Unity Trust XXXXXC	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	306.39	61.28	367.67
267	18/10/2023		1. Unity Trust XXXXXC		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	4.79	0.96	5.75
268	15/10/2023		1. Unity Trust XXXXXC		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	88.51	17.71	106.22
269	13/10/2023		1. Unity Trust XXXXXC		Event expenditure	SVHMC	X	116.00		116.00
270	23/10/2023		1. Unity Trust XXXXXC		Training	Essex Association of Local Cc	S	760.00	152.00	912.00
271	23/10/2023		1. Unity Trust XXXXXC		Signage	Signage Limited	S	363.40	72.68	436.08
272	19/10/2023		1. Unity Trust XXXXXC		Maintenance consumables	Kingfisher PLC	S	3.74	0.75	4.49
273	23/10/2023		1. Unity Trust XXXXXC		Burial ground	Daniel Anthony Bowman t/a	S	120.00	24.00	144.00
275	24/10/2023		1. Unity Trust XXXXXC		Event expenditure	HSI Global Ltd	S	12.24	2.45	14.69
276	24/10/2023		1. Unity Trust XXXXXC		Event expenditure	MH Star UK Ltd	S	94.99	19.00	113.99
277	25/10/2023		1. Unity Trust XXXXXC		Grounds maintenance	TWH Tree Services Limited	S	220.00	44.00	264.00
278	25/10/2023		1. Unity Trust XXXXXC		Event expenditure	Shen Zhen Shi Pan Da Mao Y	S	33.32	6.67	39.99
279	25/10/2023		1. Unity Trust XXXXXC		Event expenditure	ALAYASH LIMITED	S	16.62	3.33	19.95
280	30/10/2023		1. Unity Trust XXXXXC		Streetlights maintenance	A&J Lighting Solutions Ltd	S	87.50	17.50	105.00
281	30/10/2023		1. Unity Trust XXXXXC		Grounds maintenance	M Basham	X	1,350.00		1,350.00
282	30/10/2023		1. Unity Trust XXXXXC		Advertising	Regional Life Ltd	S	40.00	8.00	48.00
283	30/10/2023		1. Unity Trust XXXXXC		Event expenditure	Dan Jordan	X	3.00		3.00
284	30/10/2023		1. Unity Trust XXXXXC		Event expenditure	Dan Jordan	X	27.50		27.50
285	30/10/2023		1. Unity Trust XXXXXC		Event expenditure	Ann Norton	X	44.97		44.97
287	31/10/2023		1. Unity Trust XXXXXC		IT software and support	Starboard Systems Limited t/	S	777.60	155.52	933.12
288	31/10/2023		1. Unity Trust XXXXXC		Waste collection	TBS Hygiene Ltd	S	239.00	47.80	286.80
289	31/10/2023		1. Unity Trust XXXXXC		Building Refurbishment	LT Flooring Ltd	S	385.83	77.17	463.00
290	31/10/2023		1. Unity Trust XXXXXC		Grounds maintenance	Dines Agri Services	X	515.20		515.20
291	01/11/2023		1. Unity Trust XXXXXC	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
292	01/11/2023		1. Unity Trust XXXXXC	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
293	31/10/2023		1. Unity Trust XXXXXC		Training	Essex Association of Local Cc	S	34.00	6.80	40.80

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
297	Employers' Pension Contribut	01/11/2023	1. Unity Trust XXXXXXC	[REDACTED]	Pensions	Essex Pension Fund	X	2,537.53		2,537.53
298	Employers' NI Contribution	01/11/2023	1. Unity Trust XXXXXXC	[REDACTED]	PAYE & National Insurance	HM Revenue & Customs	X	965.83		965.83
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
303	Streetlights - ex. Electricity	01/11/2023	1. Unity Trust XXXXXXC	STANDING ORDER	Streetlights maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
<b>Total</b>								<b>20,168.70</b>	<b>823.40</b>	<b>20,992.10</b>