



Stanway

Parish Council

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22/01

Minutes of the Corporate Governance Committee Meeting held on THURSDAY 9th June 2022 at 6.30pm in the Committee Room, Victory Hall

Present: Cllrs Baines (Chair), Cotter, J. Norton & Spademan, the Clerk & the Finance Officer.

1. **Chair's welcome** - Cllr Baines was voted in as Chair for this meeting, with the election of the Chair and Vice Chair for the ensuing municipal year to be take place at the next meeting. It was noted that all those present were in agreement that Cllr Baines would be supported as Chair with Cllr Dundas being supported as Deputy Chair. This resolution will be put on the next meeting's agenda
2. **To record & approve apologies for absence** - Apologies received & approved from Cllrs. Dundas and Singh
3. **Declarations of Interest** – None were declared
4. **Public Participation** – No members of the public attended
5. **APPROVED** - the Minutes of the Corporate Governance Committee meeting of 11th May 2022, which will be signed prior to the next meeting.
6. **Clerk's Report – NOTED.** Vandalism to the new playground equipment was discussed and the Clerk will request the police monitor the area on patrols more regularly if possible. Reserves were also discussed for playground repairs and this will be carried into future budget reviews. The lack of warranty proposed by Caloo for the void repair under the play area wetpour surface at Silver Witch Green was also discussed. The Clerk will look into what was agreed regarding the installation of the additional base under the wetpour and arrange a site meeting with Caloo to resolve this issue. The Clerk will contact Ellisons to discuss the SLC lease "stalemate" predicament concerning CBC not being able to provide confirmed timeframes or commitment of work regarding the TOUCAN crossing
7. **RFO Report**
 - a) **APPROVED** - intermediate expenditure for on-line payment of invoices where required **with a future cut-off date for payment of 5 working days prior to each CGC meeting** (per the list of payments circulated & verified by Cllr Baines against scanned invoices prior to the meeting in accordance with Financial Regs 5 & 6).
 - b) **APPROVED** - the interim Finance Reports and **NOTED** the full Bank Reconciliation (with £ 672 difference due to unreconciled items as explained in the published Finance Officer's Report) by **Cllr Baines** during the meeting. **NOTED** - The current position from CSC's Jubilee Event expenditure and income report (with the final profit, when known, being allocated to Stanway in Bloom). CGC will require a final tally from CSC.
 - c) **AGREED** to **DEFER APPROVAL** of any virements (refer 7e)
 - d) To **REVIEW** large capital projects – **NOTED**
 - e) To **REVIEW** 2022/23 budget in line with current and expected expenditure projections and **CONSIDER** Public Work Loan options, alongside **REVIEW** of external grant funding streams - **AGREED** to set up a CGC Working Group who would meet 13/06/22 to analysis and make suggestions for re-casting the budget and consolidating practical methods for each committee keeping within their budgets in line with the Council's Financial Regulations. The Working Group will report back to CGC's next meeting

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8. To **NOTE** update from Clerk’s investigations regarding the increase in fuel duty and charges for grounds maintenance and **AGREE** any relevant changes to term contracts -**AGREED** to continue to monitor the grounds maintenance contract service as there had been some recent delays and issues, alongside CAC, at the revised month on month cost and **AGREED** to cancel the direct debit and continue paying by BACS in line with the new monthly agreement. **AGREED** to keep on the monthly CGC agenda
9. To **DISCUSS & REVIEW** proposed hire fees & structure for Stanway Lakelands Centre for **REVIEW** by Stanway Lakelands Centre Working Group and to **PROPOSE** to Full Council – **AGREED** to **DEFER** until next meeting
10. To **CONSIDER** corporate branding cost & concept for Stanway Lakelands Centre – **AGREED** to **DEFER** until next meeting
11. To **REVIEW** and **PROPOSE** any changes to Asset Register and Insurance Cover – **AGREED** to **DEFER** until next meeting when a fuller assessment of current register can be provided
12. To **REVIEW** the latest Local Highways Panel (LHP) report and **CONSIDER** any responses – **NONE** were presented
13. **Corporate Governance Review** – To:
 - i) **REVIEW** and **APPROVE** any proposed policies and Committee Terms of Reference for **ACCEPTANCE** by Full Council – **NONE** were presented
14. **Information Update** - To receive oral updates from members on matters affecting the Parish – **NONE** were provided
15. **Agenda Items for Committees / next Council Meeting** –
 - i) Community Services to provide final report of profit for Jubilee Event which will be allocated to Stanway in Bloom Project
 - ii) Corporate Governance Committee to consider any changes proposed by CGC Working Party
 - iii) Community Assets Committee to discuss and review Dines Ground Maintenance services

The Chairman closed the meeting at 8.18pm

7a. Listing

7 June 2022 (2022-2023)

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
52	Payroll Services	12/05/2022		1. Unity Trust Bank		Payroll costs	RE Group Accountants Limite	S	15.00	3.00	18.00
53	Community Events - expendi	12/05/2022		1. Unity Trust Bank		Event expenses	Amazon Payments UK Limite	S	6.87	1.38	8.25
54	Office Supplies	12/05/2022		1. Unity Trust Bank		Stationery	Amazon Payments UK Limite	S	10.97	2.19	13.16
55	Community Events - expendi	12/05/2022		1. Unity Trust Bank		Event expenses	Amazon Payments UK Limite	S	4.16	0.83	4.99
56	Community Events - expendi	12/05/2022		1. Unity Trust Bank		Event expenses	Amazon Payments UK Limite	S	12.49	2.50	14.99
57	Play Areas - equipment repla	12/05/2022		1. Unity Trust Bank		Play equipment repair	M J Baker	X	380.00		380.00
58	Tools and Consumables	17/05/2022		1. Unity Trust Bank		Fuel - Machinery	Sibbons (Alresford) Ltd	S	47.12	9.42	56.54
59	Training (all)	17/05/2022		1. Unity Trust Bank		Staff training	EALC	S	70.00	14.00	84.00
60	Community Events - expendi	17/05/2022		1. Unity Trust Bank		Event expenses	Colchester Zoo	X	50.00		50.00
61	Community Events - expendi	18/05/2022		1. Unity Trust Bank		Event expenses	Amazon Payments UK Limite	S	74.96	14.99	89.95
62	Community Events - expendi	18/05/2022		1. Unity Trust Bank		Event expenses	Amazon Payments UK Limite	S	44.98	9.00	53.98
63	Community Events - expendi	18/05/2022		1. Unity Trust Bank		Event expenses	Amazon Payments UK Limite	S	12.49	2.50	14.99
64	Training (all)	18/05/2022		1. Unity Trust Bank		Staff training	EALC	S	180.00	36.00	216.00
65	Telephone and Broadband	30/05/2022		1. Unity Trust Bank		Telephone & Broadband	Lee Needham	X	10.00		10.00
66	Sundry Items	30/05/2022		1. Unity Trust Bank		Reference books	Lee Needham	E	35.00		35.00
67	Office Supplies	30/05/2022		1. Unity Trust Bank		Stationery	Lee Needham	S	34.98	7.00	41.98
68	IT/PA System Reserve	30/05/2022		1. Unity Trust Bank		IT accessories	Paul Williams	X	14.99		14.99
70	Tractor - Lease & Insurance	27/05/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
71	Play Areas - signs	26/05/2022		1. Unity Trust Bank		Signage	Signace Limited	S	350.00	70.00	420.00
81	Play Areas - equipment repla	01/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	1,215.00	243.00	1,458.00
82	Play Areas - equipment repla	01/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	10,450.00	2,090.00	12,540.00
83	Play Areas - equipment repla	01/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	57,750.00	11,550.00	69,300.00
84	Staffing Reserve	01/06/2022		1. Unity Trust Bank		MW Locum	M Basham	X	216.00		216.00
85	Community Events - expendi	06/06/2022		1. Unity Trust Bank		Event expenses	Karl Semmence t/a DJ Buzby	X	200.00		200.00
86	Community Events - expendi	06/06/2022		1. Unity Trust Bank		Event expenses	Andrew Millman	X	120.00		120.00
87	General Repairs	06/06/2022		1. Unity Trust Bank		Drain Maintenance	Ask Us Drain Services Ltd	S	600.00	120.00	720.00
Total									72,150.01	14,175.81	86,325.82

Excludes PAYE wages, TAX & NI, Pension Costs and Home Working Allowances