



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

09/23

Minutes of the Corporate Governance Committee Meeting held on 13th September 2023 at 7pm in the Committee Room, Victory Hall

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

1. Cllr Cotter welcomed all present & Cllr's S Seabrook's apology for absence was recorded & approved
2. **Declarations of Interest** – Cllr Hagon declared a non-pecuniary interest in Item No. 7 as an LHP CCC Ward Councillor
3. **Public Participation** – None present
4. **APPROVED** & the Chair signed the minutes of the Corporate Governance meeting held on 8th August 2023
5. **Clerk's Report - RECEIVED** an update on ongoing action items from previous meetings, per the circulated lists
6. **RFO Report**
 - (i) **APPROVED** expenditure for on-line payment of invoices where required (*a list of payments were circulated & verified against scanned invoices prior to the meeting & signed as agreed by Cllr Cotter during the meeting in accordance with Fin. Regs 5 & 6*)
 - (ii) **RECEIVED & APPROVED** interim Finance Reports & **NOTED** a full Bank Reconciliation conducted by **Cllr Cotter** during the meeting. The Unity Account does not reconcile by £ 37.80 due to a duplicate payment to TBS (Voucher No. 200) which has/will be been credited off subsequent invoices.
 - (iii) To **APPROVE** any virements – **NONE REQUIRED**
 - (iv) **REVIEWED** large capital projects, reserves & budget reports – CGC to consider allocation of budget to Jansma Park during the budget process for 2024 & beyond.
 - (v) **REVIEWED** S106 Colchester City Council Report – Future S106 Reports will be sent to all Councillors when received by the Clerk, & therefore removed from the RFO's report.
7. To **REVIEW** the latest **Local Highways Panel (LHP) report** & **CONSIDER** any **RESPONSES & PROPOSALS** – **NONE PRESENTED**. Cllr Hagon (CH) provided a Ward Councillor update from the LHP as follows:-
 - **CH has 2 schemes for consideration currently** – a further T Sign at Rose Avenue & modifications to the current barriers at Wren Close walkway as they are not inclusive for cyclists &/or wheelchair/pushchairs.
 - CH is looking for alternative funding avenues for the automatic traffic count application, LCOL23201, required to propose a constant speed limit on Warren Lane. The Parish Council supported, but declined to fund (CGC Minutes 06.23 No. 7).
 - **Approved schemes, subject to funding** – LCOL198003, Footpath 5 off Tollgate Road, 20's Plenty Scheme on Peace Road, moving of bus stop opposite The Princess Charlotte, London Road towards Copford & £4000 approved for pedestrian warning signs on existing lamp columns, Warren Lane as no pavement. The crossing on Peartree Road previously approved, has been removed as the Fruit Farm developers (Mersey Homes) have agreed to fund this.

10/23

The Clerk to provide Stanway extracts from the Colchester City Council LHP quarterly minutes in future.

8. Corporate Governance Review :-

- i) **REVIEWED & AGREED** Budget Request Process for 2024/5. The RFO will provide a template for relevant committees ahead of September's Community Asset Meeting. No changes/additions to cost centres & codes were agreed, but where committees share budget resources eg., Corporate Governance & Community Services with regards Community Safety (CC 91) it was recognised that each committee should request their own budget under this cost code & budget accordingly. A short training exercise for all councillors, particularly committee chairs & Committee Clerks will be organised by the RFO after the template is issued
 - ii) **REVIEWED & APPROVED** the Council's cash investments in accordance with the provided report & the Council's Investment Policy adopted at May 2023 Full Council meeting. The report will be submitted to Full Council for approval to action
 - iii) **DECIDED** Corporate Governance Committee will have responsibility for generalised Council advertising eg., Regional Life entries (to reflect this Cost Code (CC) 22 will be changed from IT Services, including software & support to IT Services, including communication, software & support. Each Committee will continue to budget for advertising related to their own, specific projects eg., any advertising costs associated with Community Services events will be costed to Community Events – Expenditure (CC 54)
 - iv) **DECIDED** on a review of the Council & Committee structure & processes, including delegated powers, by the new internal auditor during the next interim internal audit (pencilled in for October). The RFO to organise & report back to this committee.
9. **CONSIDERED** acquisition of Comb Field/Jansma Park & **DECIDED** to project manage the process by setting up a Working Group, consisting of one minimum representative from Corporate Governance, Community Assets & Community Services Committees & relevant officers. The Working Group will report back to this Committee &/or the Full Council & may incorporate members from outside bodies. The Clerk to organise the Jansma Park Working Group set up.
10. **CONSIDERED & DECIDED** to request the Planning Committee investigate the approved developer plans agreed on the Wyvern Farm development regarding installation & safety criteria of two swales (particularly the one near Penguin Parade) & the specification for the children's playground & grass areas & maintenance thereof. The Planning Committee to pursue any breaches with Colchester City Planning Department & also raise the Council's concerns regarding safety issues around the swales ie., safe drainage, barriers & maintenance thereof. Planning Committee to also confirm if this remains un-adopted by Colchester City Council & report findings & outcome back to Full Council.
11. To **REVIEW** & continue to push for improvements to the Warren Lane/Maldon Road strategic junction – **NO ACTION AT PRESENT**
12. To **CONSIDER** alternative insurance quotations as presented to this committee – **DEFERRED** to October 2023 as a further quotation has very recently been received & the RFO needs to be review it before presentation
13. **CONSIDERD** the visual identify of the Council, with a view to rebranding as presented by Cllr Hagon. A Working Group, reporting back to this Committee will be set up by the Clerk & will include as a minimum, Cllr Hagon. The Working Group will look at costs associated with standardising & formalising a visual identity for the Council's future, including a Council Seal
14. **Information Update – NONE PROVIDED**

Stanway Parish Council

11/23

15. Agenda Items for Committees / next Council Meeting:-

- i) All Committees to **COMMENCE** budget request process
- ii) Corporate Governance Jansma Park Working Group set up to **PROGRESS** the acquisition & development of Comb Field
- iii) Corporate Governance Rebranding Working Group set up to **INVESTIGATE** visual identify & rebranding of the Council
- iv) Planning Committee to **INVESTIGATE** Wyvern Farm developer plan compliance & health & safety issues
- v) Corporate Governance Committee to **CONSIDER** alternative insurance quotations

16. CONFIRMED the date & time of the next meeting as Wednesday, 11th October 2023, 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road

The Chairman closed the meeting at 9.12pm

6a. Payment List

6 September 2023 (2023-2024)

**Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	03/08/2023		1. Unity Trust XXXXX		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	8.29	1.66	9.95
186	04/08/2023		1. Unity Trust XXXXX		IT software and support	zcommune Ltd	S	425.00	85.00	510.00
187	08/08/2023		1. Unity Trust XXXXX		Office consumables	Amazon EU S.a.r.L. UK Branc	S	71.43	14.29	85.72
188	08/08/2023		1. Unity Trust XXXXX		Signage	SWARCO UK & IRELAND LTE	S	4,104.20	820.84	4,925.04
189	14/08/2023		1. Unity Trust XXXXX		Air conditioning	Quality Air Conditioning & Re	S	3,862.00	772.40	4,634.40
190	14/08/2023		1. Unity Trust XXXXX		Advertising	Regional Life Ltd	S	40.00	8.00	48.00
191	14/08/2023		1. Unity Trust XXXXX	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	327.81	65.56	393.37
192	22/08/2023		1. Unity Trust XXXXX		Training	SLCC Enterprises Ltd	S	60.00	12.00	72.00
193	22/08/2023		1. Unity Trust XXXXX		Training	SLCC Enterprises Ltd	S	60.00	12.00	72.00
194	29/08/2023		1. Unity Trust XXXXX		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	6.23	1.25	7.48
195	29/08/2023		1. Unity Trust XXXXX		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	1.25	0.25	1.50
195	29/08/2023		1. Unity Trust XXXXX		Maintenance consumables	Screwfix Direct Ltd t/a Trade	Z	43.00		43.00
196	29/08/2023		1. Unity Trust XXXXX		Advertising	Regional Life Ltd	S	40.00	8.00	48.00
197	30/08/2023		1. Unity Trust XXXXX	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lir	S	41.01	8.20	49.21
198	30/08/2023		1. Unity Trust XXXXX	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lir	S	12.50	2.50	15.00
200	29/08/2023		1. Unity Trust XXXXX		Waste collection	TBS Hygiene Ltd	S	239.00	47.80	286.80
201	02/08/2023		1. Unity Trust XXXXX		Bank charges	Lloyds Banking Group	X	3.00		3.00
202	01/09/2023		1. Unity Trust XXXXX	STANDING ORDER	Streetlights maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
203	01/09/2023		1. Unity Trust XXXXX		Grounds maintenance	M J Baker	X	500.00		500.00
204	01/09/2023		1. Unity Trust XXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
205	01/09/2023		1. Unity Trust XXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
206	04/09/2023		1. Unity Trust XXXXX		Grounds maintenance	Dines Agri Services	X	515.20		515.20
216	04/09/2023		1. Unity Trust XXXXX		Expenses reimbursement	Donna Tristram	X	21.14		21.14
217	05/09/2023		1. Unity Trust XXXXX		Expenses reimbursement	Lee Needham	S	130.74	26.15	156.89
Total								10,914.71	1,966.48	12,881.19

7 September 2023 (2023-2024)

**Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
207	01/09/2023		1. Unity Trust XXXXX	STANDING ORDER	Home working allowance					
208	01/09/2023		1. Unity Trust XXXXX	STANDING ORDER	Home working allowance					
209	01/09/2023		1. Unity Trust XXXXX	STANDING ORDER	Home working allowance					
210	01/09/2023		1. Unity Trust XXXXX		Salaries					
211	01/09/2023		1. Unity Trust XXXXX		Salaries					
212	01/09/2023		1. Unity Trust XXXXX		Salaries					
213	01/09/2023		1. Unity Trust XXXXX		Salaries					
214	01/09/2023		1. Unity Trust XXXXX		Pensions					
214	01/09/2023		1. Unity Trust XXXXX		Pensions					
215	01/09/2023		1. Unity Trust XXXXX		PAYE & National Insurance					
215	01/09/2023		1. Unity Trust XXXXX		PAYE & National Insurance					
Total								13,612.18		13,612.18

**Including totals for PAYE wages, TAX & NI, Pension Costs & Home Working Allowances
with specific figures & personnel particulars redacted**

Draft until signed.....Chair Date...../...../20..... This page..... of.....